

relative to the amount of funds required and will include the Naval Supply Systems Command (Deputy Commander, Transportation and Warehousing) as an information addressee.

PART C: MILITARY ASSISTANCE PROGRAM MATERIAL SHIPPING PROCEDURES

57250 GRANT AID GENERAL PROCEDURES

1. GENERAL. The instructions in subparagraph 2-11 and paragraph 57251-57261 apply to all shipments of material and equipment procured or provided from Navy stocks for delivery to foreign countries participating in the grant aid portion of the Military Assistance Program. These instructions are intended solely to meet the requirements of this special program and will supplement the normal procedures applicable to shipment of troop support specified elsewhere in this volume and in MILSTAMP (DOD Regulation 4500.32R).

2. CHARGES FOR ENTRY OF MATERIAL AND EQUIPMENT INTO A RECIPIENT COUNTRY. All fees and charges incident to the entry of grant aid equipment and material into a recipient country will be borne by the recipient country unless specifically exempted. Such charges include but are not limited to landing fees, duty assessments, stamp taxes, arrestee or portage services, and such other fees as may be assessable by instrumentalities of the recipient country.

3. DEMURRAGE AND STORAGE CHARGES. Demurrage and storage charges accrued for the account of grant aid equipment and material because of failure of the recipient country to provide timely unloading service or transportation from the port of entry as agreed to by the recipient country will be borne by the recipient country unless specifically exempted by the Naval Supply Systems Command (International Logistics Staff).

4. COST FOR CUSTOMS ENTRY, PILOTAGE, OR TUG SERVICE. In no case will Military Assistance Program appropriations bear any cost for customs entry, pilotage, or tug service accruing for the account of a ship provided by the recipient country for the purpose of transporting Military Assistance Program Grant Aid equipment and material at the expense of the recipient country.

5. ACCESSORIAL COSTS. Military Assistance Program funds will not be used to pay any accessorial costs incurred as a result of providing Grant Aid equipment and material from a source within a recipient country.

6. SHIPMENT OF AMMUNITION. Ammunition, other than small arms ammunition, as a general rule, will be shipped in ships owned and operated by the United States Government. When ships owned and operated by the United States Government are not available, then consistent with subparagraph 9 and 10, United States flag commercial ships or ships owned and operated by foreign countries may be used for shipment of ammunition. Loading and stowing of ammunition will be in accordance with Chief of Naval Operations instructions.

7. LOADING OF CARGO. Cargo may not be shipped on deck except when:

1. in the best interests of the United States Government, or
2. the shipment involves hazardous cargo or items of equipment that cannot be loaded below deck because of their size or nature.

8. PREMIUM TRANSPORTATION. Grant Aid equipment and material

normally will be shipped by the most economical (nonpremium) transportation. The use of premium transportation, e.g., air transportation, will be in accordance with the guidelines prescribed by MILSTAMP (DOD Regulation 4500.32-R). Complete justification will be furnished to the airlift clearance authority when airlift clearance is requested.

9. SHIPMENT OF CARGO IN SHIPS PROVIDED BY RECIPIENT COUNTRY. All offerings of Grant Aid cargo for shipment in ships to be provided by the recipient country will be made to the official agent of that country as authorized in the applicable document of appointment.

10. SHIPMENT OF CARGO IN UNITED STATES SHIPS. For all shipments of Grant Aid cargo for which the United States is responsible, such actions as are necessary and practicable will be taken to assure that at least 50 per cent of the gross tonnage of such equipment and material for which dollars are paid is transported in privately owned United States flag commercial ships, to the extent that such ships are available at fair and reasonable rates (Section 901(b) of the Merchant Marine Act of 1936, as amended (46 U.S. Code 1241(b)) and Section 903 of the Foreign Assistance Act of 1961, as amended (22 U.S. Code 2353)). Supply and accounting procedures for Military Assistance Program material are set forth in specific instructions governing the administration of this program. Prepositioning costs are chargeable to the Military Assistance Program, except prepositioning costs for excess material. For transportation purposes, all shipments originating from United States sources in fulfillment of a Military Assistance Program requisition or other Military Assistance Program directives and destined to military assistance advisory groups (or the United States agency responsible for administration of military assistance in a recipient country (this may be a mission, joint United States military advisory group, military attache, or other designated agency)) will be handled in accordance with the provisions of paragraph 57251-57261. Instructions pertaining to shipment of material under the foreign military sales authority of the Military Assistance Program are provided in paragraph 57261.

11. TRANSPORTATION OF REPAIRABLES. United States military transportation services or facilities will be used only for grant aid items. Transportation costs for repairables authorized to be returned to the United States designated overhaul point at grant aid expense will be funded in accordance with current instructions for repairables.

57251 PORTS OF EMBARKATION

Military Assistance Program grant aid material will be exported from any United States port known to have responsive ocean lift capability to the overseas port of debarkation. Any assistance desired in connection with Military Assistance Program shipments will be provided, upon request, by the pertinent country manager at the Navy International Logistics Control Office, Bayonne. The Navy International Logistics Control Office is the requisition control office for the Military Assistance Program.

57252 AIR SHIPMENTS

Requests for airlift of Military Assistance Program material will be submitted to the Western Operations Department, Navy Material Transportation Office, Oakland, (see MILSTAMP (DOD Regulation 4500.32-R)) for clearance and consignment instructions). Such requests will clearly indicate Military Assistance Program material. When shipments are made by air, a memorandum copy of the government bill of lading or

Transportation Control and Movement Document (DD Form 1384)
issued for the export movement will be forwarded to the Navy
International Logistics Control Office, Bayonne.

57253 PARCEL POST SHIPMENTS

Military Assistance Program grant aid material will be shipped by mail and parcel post providing size, weight limitations (see paragraph 57258, 57259, and 57260), and customs regulations are observed. Shipments will be made by mail and parcel post to the addressees published in MILSTRIP Military Assistance Program Address Directory (DOD 4140.17-M, Supplement No. 2). Military Assistance Program material may be forwarded via the U.S. postal system under the postage and fee paid indicia privilege.

57254 SURFACE SHIPMENTS TO PORTS OF EMBARKATION

Surface shipments to ports of embarkation will be processed in accordance with MILSTAMP (DOD Regulation 4500.32-R). Such shipments will be identified as "Navy Military Assistance Program material" when referred to the Military Traffic Management and Terminal Service.

57255 SHIPMENTS FROM UNITED STATES COMMANDS OUTSIDE THE UNITED STATES

A United States commander outside the United States who has the responsibility for the shipment of grant aid equipment and material will:

1. arrange for the shipment under applicable regulations;
2. notify the supply office, Navy section, military assistance advisory group of the destination country and the designated agent of the recipient country (if a country agent has been designated) of each proposed shipment (in the case of proposed shipments to countries which have not been exempted from the payment of any accessorial costs, advise recipient country to accept title as soon as possible but not later than 30 days after notification of availability);
3. for recipient countries which advise that acceptance of material and equipment at point of origin is not feasible, request the military assistance advisory group to obtain a country team evaluation and recommendation as to ability of recipient country to absorb costs, and forward such evaluation with recommendation to the Deputy Assistant Secretary of Defense (Military Assistance and Sales).

57256 CUSTOMS CLEARANCE

Neither export licenses nor shipper's export declarations are required for Military Assistance Program grant aid shipments. U.S. Government Bills of Lading or other transportation documents issued to cover the movement of grant aid shipments to points in foreign countries will be annotated as follows:

MAP Grant Aid Shipment

No Export Declaration or License Required

57257 DISCHARGE OF EQUIPMENT AND MATERIAL

1. SUPERVISION. The Supply Officer, Navy section, military assistance advisory group, or his designated representative will supervise the discharge at destination of grant aid equipment and material from ships provided by the United States at Military Assistance Program expense. This supervision includes, but is not limited to, arrangements for reception of the cargo, the establishment of procedures by the recipient country for checking the equipment and material against manifests and shipping documents, and providing technical advice and assistance to insure proper discharge.

2. OFF-LOADING OF CARGO. When off-loading is performed by the recipient country, the United States representative, military assistance advisory group, will request the recipient country to insure that the stevedore contractor is held responsible to the United States Government for any shortages or damages incurred during the unloading operation prior to transfer of title in accordance with paragraph 57260. The recipient country, unless specifically exempted, will provide at its own expense the facilities, equipment, and personnel to unload cargo from United States Government and United States flag commercial ships. If equipment or qualified personnel are not made available by the

recipient country to discharge of cargo, personnel aboard United States Government Owned and United States flag commercial ships will dock the vessel and operate equipment with the cooperation of personnel furnished by the foreign recipient, providing labor shortages or other interruptions are not involved.

57258 PREPARATION OF SHIPPING DOCUMENTS

1. GENERAL. Shipping documentation for Military Assistance Program material may involve the U.S. Government Bill of Lading (Standard Form 1103) or MILSTAMP (DoD Regulation 4500.32-R), documents which include the Transportation Control and Movement Document (DD Form 1384). Standard Forms 1103 will be prepared in accordance with the provisions of the Transportation and Travel, Military Traffic Management Regulation, Chapter 214, or Chapter 6 or Chapter 7 of this volume, as appropriate, DD Forms 1384 and related ocean documentation will be prepared in accordance with the provisions of MILSTAMP (DoD Regulation 4500.32-R), as appropriate. The supply office, Navy section, military assistance advisory group (or the United States agency responsible for administration of military assistance in the recipient country) will generally be shown in the "Marks" or "Remarks" blocks of shipping documents for inland transportation within the United States, and as the consignee on all ocean shipping documents. When the latter is infeasible, the identification of one of the above parties will appear in the "Marks" or "Remarks" blocks of the ocean shipping document. Ocean shipping documents will be annotated "Discharge costs are for the account of the recipient country" except when issued for materials consigned to the following countries for which the United States will pay offloading costs at ports of debarkation:

1. Bolivia,
2. Libya,
3. Nepal.

2. OCEAN SHIPMENT IN FOREIGN FLAG VESSELS. When transportation costs for Military Assistance Program shipments transported in foreign flag vessels are paid by the recipient country, shipments will be made under commercial bills of lading issued to the recipient country by the carrier. In such cases, Grant Aid material will be transferred to the recipient country f.o.b. the vessel at the port of loading. Such countries are:

1. Denmark,
2. Japan (only when implemented by specific agreement),
3. Norway.

When such shipments are made at the expense of the Military Assistance Program, the provisions of subparagraph 1, as appropriate, will be observed.

57259 DISTRIBUTION OF OCEAN SHIPPING DOCUMENTS

Ocean cargo documents covering shipments of Military Assistance Program Grant Aid material transported at the expense of the United States Government will be distributed in accordance with this paragraph, and MILSTAMP (DoD Regulation 4500.32-R). Unless otherwise directed, the copies of such documents, forwarded to the discharge activity in advance of the arrival of the vessel, will be addressed to the supply officer, Navy section, military assistance advisory group (or the appropriate United States agent administering the military assistance in the recipient country). When Military Assistance Program material is shipped via air or ocean terminals, a copy of each of the following documents, as appropriate, will be forwarded to the Navy International Logistics Control Office, Bayonne by the transportation officer responsible for loading, within 48 hours after completion of loading:

1. Transportation Control and Movement Document (DD Form

1384),

2. government bill of lading.

57260 TRANSFER OF TITLE TO EQUIPMENT AND MATERIAL

1. WHEN TRANSPORTATION IS PROVIDED BY A RECIPIENT COUNTRY. When transportation is provided by a recipient country, authorized agents of the recipient country will acknowledge acceptance of title to Grant Aid equipment and material for their country by affixing their signatures following the last entry on one copy of the DOD Single Line Item Release/Receipt Documents (DD Form 1348-1). This document will be maintained as an official record by the Navy International Logistics Control Office, Bayonne, for material furnished from United States sources, and by the Naval Supply Depot, Yokosuka, for material furnished from off-shore procurement.

2. WHEN SHIP IS PROVIDED BY THE UNITED STATES. Title to Grant Aid equipment and material shipped in a ship provided by the United States will pass to the recipient country when title is accepted by that country from the supply officer, Navy section, military assistance advisory group, or other agent of the United States. This acceptance will be made by the agent of the recipient country no later than when the material and equipment are delivered at the end of ship's tackle at the port of discharge. When equipment and material are destined for a land bound country, title will pass to the recipient country upon acceptance by an agent of that country. This acceptance will be made by the agent of the recipient government immediately after offloading at the tidewater terminal.

3. WHEN AIRCRAFT IS PROVIDED BY THE UNITED STATES. Title to Grant Aid equipment and material shipped by aircraft provided by the United States will pass to the recipient country when accepted by an agent of that country from the supply officer, Navy section, military assistance advisory group, or other agent of the United States. This acceptance will be made by the agent of the recipient country immediately after offloading at the air terminal.

4. WHEN SHIPPED BY MAIL OR PARCEL POST. Title to Grant Aid equipment and material shipped by mail or parcel post will pass to the recipient country when accepted by an agent of that country from the supply officer, Navy section, military assistance advisory group, or other agent of the United States.

5. WHEN SHIPPED FROM UNITED STATES SOURCES (DEPOT OR VENDOR) IN SHIPS PROVIDED BY THE RECIPIENT COUNTRY. Title to Grant Aid equipment and material shipped from United States sources (depot or vendor) in ships provided by the recipient country will pass to that country when the equipment and material are accepted by its designated agent, but in no case later than when delivered f.o.b. and stowed in the ship. When Grant Aid equipment and material (other than explosives and other dangerous articles excluding small arms ammunition) are accepted at a United States supply source (depot or vendor) by an agent of the recipient country for shipment via an inland carrier, title to such equipment and material will pass upon acceptance by the agent of the recipient country at inland origin. Because of safety factors requiring special handling, title to explosives and other dangerous articles (excluding small arms ammunition) shipped from a United States supply source (depot or vendor) will not pass to the recipient country other than when stowed on board a ship at a Department of Defense facility in a United States port of exit, or free alongside ship when loaded at anchorage unless other arrangements are specifically authorized by the Department of the Navy.

6. WHEN SHIPPED FROM FOREIGN SOURCES IN SHIPS PROVIDED BY RECIPIENT COUNTRY. Title to Grant Aid equipment and material to be shipped from foreign sources in a ship provided by the recipient country will pass to that country when the equipment and material are accepted by its designated agent, but in no case later than when delivered free on board and stowed in the ship provided by that country. When Grant Aid equipment and material are accepted at a foreign supply source (depot or vendor) by an agent of the recipient country for shipment in a ship other than a vessel provided by other than the recipient country, title to such equipment and material will pass upon such acceptance by the agent of the recipient country.

7. WHEN MOVED UNDER ITS OWN POWER. Title to Grant Aid equipment which is moved under its own power will pass to the recipient country when accepted by the agent of that country.

8. DISPOSAL OF DUNNAGE, LASHING GEAR, AND OTHER CARGO SECURING MATERIAL. There will be no transfer of title to dunnage, lashing gear, and other cargo securing material furnished by a military department in connection with Grant Aid shipments. When it is uneconomical to retain custody or control for future use, disposal action will be taken by the supply officer, Navy section, military assistance advisory group, or other agent of the United States. When such material is procured or issued from Navy stocks or furnished by the operator of the ship for the account of the Navy for use in connection with the ocean shipment of Military Assistance Program Grant Aid cargoes, the material will be charged initially to the applicable station allotment for future reimbursement by the Military Assistance, Executive appropriation. Such material will be considered the same as packing, crating, and handling material. All Navy furnished lashing and securing gear will be manifested in accordance with MILSTAMP (DoD Regulation 4500.32-R). However, when such material is furnished by the ship for the convenience of the Navy, the gear remains the property of the ship and will be manifested accordingly.

57261 SHIPMENT OF GRANT AID AND FOREIGN MILITARY SALES

1. GENERAL. Specific procedures for shipment of Grant Aid and Foreign Military Sales material are contained in the current edition of OPNAV Instruction 4940.1. Additional clarifying guidance is provided in subparagraph 2 and 3.

2. GRANT AID SPECIAL PROCEDURES

a. Special Markings. Transportation officers will be responsible for insuring that hand clasp emblem labels required by MIL-STD-129E are applied prior to the tender of Military Assistance Program Grant Aid material to carriers for shipment.

b. Ocean Shipments Made Under Government Bills of Lading. When a government bill of lading is used to effect the ocean shipment of Military Assistance Program Grant Aid material, the government bill of lading will be annotated as to whether the cost of discharge is for the account of the vessel, the cargo, or the recipient country. The United States agent in the recipient country will indicate on the government bill of lading whether the discharge of such cargo was performed by the steamship operator or his agent or by the recipient country. Any expense incurred by the recipient country for discharge services also will be noted on the government bill of lading in order that the Military Sealift Command may deduct such costs from the carrier's revenue. Complete instructions relative to the accomplishment of government bills of lading are contained in paragraph 57440 - paragraph 57443.

3. FOREIGN MILITARY SALES

a. General. The provisions of paragraph 5/250-5/261 do not apply to materials sold to foreign governments under the Foreign Military Sales (formerly known as "mutual security military sales") of the Military Assistance Program. The complete transportation of such items is covered by commercial collect bills of lading with transportation charges paid by the purchasing foreign government. When the Navy is requested to select either the mode of carriage or carrier(s) for shipments to the port of embarkation at the expense of a foreign government, the shipments will be routed in accordance with instructions pertaining to other Navy shipments.

b. Ports of Embarkation. The port of embarkation for Foreign Military Sales material will be determined by the purchasing foreign government or its agent.

c. Shipments Under U.S. Government Bills of Lading. When transportation officers are directed to use government bills of lading to effect shipments of ammunition, explosives, firearms, classified and similar material to ports of embarkation in connection with Foreign Military Sales to foreign governments, the shipments will be subject to the rules and regulations pertaining to Navy shipments except as provided in subparagraph b. The following notation will be placed on requests for routing instructions, when required:

"FMS-Transportation charges reimbursable".
Additionally, this notation will be entered in the "Description of articles" space on government bills of lading. The same transportation account codes applicable to Grant Aid shipments, as specified in applicable Naval Supply Systems Command instructions, will be cited on government bills of lading.

d. Shipments to Canadian Defense Activities. U.S. Government activities or commercial contractors are authorized, by the Department of Defense, to ship directly to Canadian defense activities. Such shipments are cleared for entry into Canada on Shippers Export Declaration (Commerce Form 7525-V). Procedures governing preparation and distribution are contained on the export declaration itself.

PART D: IN TRANSIT, EXPORT, AND IMPORT SHIPMENTS

Section I: TRANSIT PRIVILEGES AND PROCEDURES

57300 GENERAL

A transit privilege is a service granted by carriers authorizing the stopping of carload or truckload shipments of commodities at initial destinations (intermediate points), for storage or other purposes, prior to reshipment to final destination. For carrier revenue and accounting purposes, such shipments are treated as continuous through movements in lieu of two or more separate movements. Transit privileges presently available to the Navy include storage; assembly; packaging or repackaging; marking; partial loading or unloading; creosting of forest products; fabrication of iron or steel articles; modification, reconditioning, and servicing of roadmaking and construction machinery, internal combustion engines, and wheeled vehicles; and inspection, painting, packaging, and renovation of ammunition and explosives. The primary benefit to be realized from utilization of a transit privilege is the reduction of transportation costs through the application of a single through rate, plus transit and related charges which produce lower over-all costs than would accrue through utilization of otherwise applicable combinations of rates to and from the transit point. To obtain this benefit, transportation officers must insure that shipments conform in all respects to rules and regulations which govern application of the specific privileges. Transit privileges will not be utilized except when lower over-all transportation costs to the Government will be realized. Utilization of a transit privilege will not preclude the final settlement of transportation charges on the basis of any combination of cheaper rates plus transit and accessorial charges. However, when a combination of rates is applied via the transit point, no transit charge is assessed. Military Traffic Management Regulation, Chapter 210, establishes uniform procedures for handling freight on which carriers have granted transit privileges and procedures pertaining to the determination of the availability of such privileges.

57301 APPLICATION FOR TRANSIT PRIVILEGE

When transportation officers receiving shipments cannot ascertain from special tenders distributed by the Military Traffic Management and Terminal Service or from the carrier's local agents whether transit privileges are available on shipments which they have received or may initiate, a request for such information will be submitted to the proper regional commander, Military Traffic Management and Terminal Service. A copy of each such referral will be forwarded to Naval Supply Systems Command (Transportation Division). When transit privileges are not available and it is believed that the establishment of such privileges would result in a savings in transportation costs or would otherwise be advantageous to the Government, the matter will be referred to the Commander, Military Traffic Management and Terminal Service, in accordance with Military Traffic Management Regulation, par. 201007, for his consideration. A copy of each such referral will be forwarded to the Naval Supply Systems Command (Transportation Division). When a transit privilege is available, an application for the utilization of such privileges will be submitted to the carrier in accordance with Military Traffic Management Regulation, par. 210008. A copy of each such referral will be forwarded to the Naval Supply Systems Command (Transportation Division).

57302 INBOUND SHIPMENTS

1. RECORDING FOR TRANSIT. The transit privilege most widely used within the Department of Defense is that of storage. However, repacking, modification of articles, fabrication, and many other services in transit, including partial substitution of transit tonnage, are permitted when provided by applicable tariffs or special tenders submitted by carriers. Except as otherwise provided herein or as may be specifically directed, when a transit privilege is available and an application for the utilization thereof has been submitted to the carrier or carriers concerned, all commodities shipped in carload or truckload lots intended for storage or other authorized transit privilege and subsequent reshipment will be recorded for transit. Less than load lots on which the inbound transportation charges are predicted on carload or truckload rates and minimum weights also will be recorded for transit under the circumstances set forth in the preceding sentence. Conversely, shipments will not be recorded for transit when it is known that such commodities will be used for manufacture, local consumption, or other local disposition. Ordinarily, transit privileges are not granted on petroleum products shipped in bulk; therefore, these shipments will not be recorded for transit unless specifically directed by the proper routing offices of the Military Traffic Management and Terminal Service or the Naval Supply Systems Command (Transportation Division). When the transit privilege is made available under a special tender rather than by published tariff, shipments transported under prepaid commercial bills of lading will not be recorded for transit unless such bills of lading or the prepaid freight bill issued at the transit point bear the following or a similar endorsement:

"This shipment is the property of and freight charges are assumed by the United States Government." See paragraph 57305 for instructions pertaining to National Stockpile material stored at naval activities.

2. GOVERNMENT BILLS OF LADING. U.S. Government Bills of Lading (Standard Forms 1103) and U.S. Government Transit Bills of Lading (Standard Forms 1131), including those issued for conversion of collect commercial bills of lading, covering inbound shipments recorded for transit in accordance with sub paragraph 1, will be annotated "Recorded for transit". This notation will be placed in the "Consignee's certificate of delivery" directly opposite the words "Consignee must not pay any charges on this shipment."

3. FREIGHT BILLS

a. Recording for transit. At least two copies of the freight bill will be requested from the inbound carrier. All copies will be annotated by the transportation officer "Recorded for transit" and will be surrendered to a carrier for recording. These copies will be returned by the carrier after the assignment of a weighting and inspection bureau number.

b. Prefix and Numbering. Each naval activity will number the recorded freight bills separately beginning with the number one. Each series will be continued for three calendar years, upon completion of which a new series will be started. Each number will be prefixed with the letter symbol N. No separation will be made with relation to commodities; separate series of numbers will not be used nor will separate commodity files be maintained for recording transit for other branches of the Department of Defense. Transit activities will maintain logs or checkoff sheets to avoid duplications or omissions in the numbering sequence.

c. Method of Filing. The recorded freight bills will be filed in appropriate commodity file folders; one folder will be prepared for each commodity. Commodity folders will be filed alphabetically. The recorded freight bills will be filed in the appropriate commodity folder in date order (origin shipment date) to insure utilization of the oldest freight bills. The log or checkoff sheets will be cross referenced to the appropriate commodity files.

57303 OUTBOUND SHIPMENTS

Transit activities requesting routing instructions from appropriate source within the Military Traffic Management and Terminal Service will follow the instructions in Military Traffic Management Regulation, par. 210013.

57304 COMPLETION AND DISTRIBUTION OF FREIGHT BILLS

1. FREIGHT BILLS (TONNAGE) UTILIZED. Information relative to the freight bills to be utilized will be included in the routing instructions furnished by the Military Traffic Management and Terminal Service. The information required to be inserted on the reverse of the freight bill will be transcribed from the outbound bill of lading. When the inbound tonnage is not fully utilized on the first outbound application, additional transcriptions will be made on the reverse of the freight bill as subsequent outbound applications are made.

2. DISTRIBUTION OF FREIGHT BILLS. When all tonnage on a freight bill is shipped, used or canceled, one copy of the freight bill will be surrendered to the carrier of the cognizant weighing and inspection bureau as appropriate, and one copy will be filed in a permanent transit file.

57305 NATIONAL STOCKPILE MATERIAL

1. RECORDING FOR TRANSIT. National Stockpile material received at naval activities on which storage in transit privileges are applicable will be recorded for transit on Record of Transit Freight Bills and Tonnage Credits (General Service Administration Form 287). These forms will be obtained from the General Service Administration regional offices.

2. FREIGHT BILLS. Two copies of the freight bill covering inbound shipments of National Stockpile material will be requested from the inbound carrier. Both copies will be annotated by the transportation officer with the words "Recorded for transit" and will be surrendered to the carrier for recording. One of these copies will be returned by the carrier after the assignment of a weighing and inspection number.

3. PREPARATION OF GENERAL SERVICES ADMINISTRATION FORM 287. Upon receipt of the freight bill and within 30 days after arrival of shipments at the transit point, the General Services Administration Form 287 will be prepared in quadruplicate covering each shipment to be recorded. These forms will be annotated "For account of General Service Administration". One copy of the freight bill will be attached to the original General Service Administration Form 287 which will be retained as a permanent record. One copy will be forwarded immediately to the General Services Administration (Transportation and Public Utilities Service, Charter and Routing Division), Washington, D.C. The remaining copies will be retained by the transiting, activity pending final disposition of the transit credits.

4. OUTBOUND SHIPMENTS. Outbound shipments of National Stockpile material will be made in accordance with Shipping

Instructions (General Services Administration Form 460) which is used as a shipment request by that agency. This form will contain all information necessary to effect the outbound shipment. If shipments are to be made under commercial bills of lading, annotations to that effect will be included on the General Services Administration Form 460. When inbound tonnage has been fully surrendered for outbound shipment or has been fully disposed of otherwise, General Services Administration Form 287 will be completed and promptly distributed as follows:

1. The original will be retained by the Navy activity as a permanent record.
2. One copy will be surrendered to the inspection bureau representative or the carrier's agent at the transit point.
3. The remaining copy will be forwarded to the General Service Administration (Transportation and Public Utilities Service, Charter and Routing Division), Washington, D.C., for reforwarding by that agency to the General Accounting Office.

5. PERIODIC AUDIT AND SETTLEMENT OF PAST SHIPMENTS. National Stockpile material accorded transit privileges at Navy activities will not be included in the Transit Utilization by Transit Operators (DD Form 1090) and/or the Transit Control Guide (DD Form 1091) as the use of these forms is restricted to military freight. Periodic statements covering audit and settlement of past transit shipments of transited material for account of the General Services Administration will be issued only upon request for information by weighing and inspection bureaus or rail carrier representatives. Such information will be furnished in the form of a certificate, as follows:

"This is to certify that the weight of uncanceled freight bills as recorded for transit or tonnage credits thereof is not in excess of the weight of (commodity) on hand for the account of the General Services Administration.

(Signature)

(Date)

Section II: EXPORT AND IMPORT RAIL SHIPMENTS

57315 APPLICATION OF EXPORT AND IMPORT RATES AND TERMINAL ALLOWANCES

1. GENERAL. Specific export and import rail rates to and from continental United States ports generally are lower than the domestic rates to or from such ports. In many instances, export and import rates vary depending upon the overseas area to or from which shipments are made. In other instances, export or import commodity rates may be limited in their applications so as to apply only to or from specified countries or areas. It is not necessary that commodities be physically unloaded at overseas destination ports to obtain the benefits of export rates. Export rates are applicable on fleet issue supplies delivered to vessels in overseas destination areas designated in inland rail carrier tariffs. Export will be protected on shipments arriving at military tidewater terminals not identified "For export" but which are exported within the prescribed time limit (see paragraph 57317-4). The application of export and import rates as well as specified terminal allowances are conditioned on the observance of certain provisions of special rate tenders or of the tariffs publishing such rates. Some special rate tenders do not require the preservation of the exact identity of each inbound shipment; but, tonnage exported must be the same quantity and character as that received in the car specified in the certificate of exportation. In other words, the substitution of like commodities by transshipping port activities is permitted in some

instances. The proper military routing authority will determine the applicability of export rates, import rates, and terminal allowances at the time the routing is selected. When appropriate and applicable, certain information such as "Export rates applicable", "Through transit rates applicable", "Terminal allowances applicable", or "Carrier's responsibility to load (or unload) rail cars" will be included in the routing instructions furnished to requesters. Rail carriers will be furnished the Export and Import Certificate (NavSup Form 715) to insure the application of these rates and allowances, except as provided in paragraph 57319-3.

2. RECORDS. To provide adequate proof of exportation or importation, shipping and receiving records will be retained in the manner prescribed herein. On shipments when the NavSup Form 715 is or will be issued, a copy of the export and import certificate will be attached to the activity's memorandum copy of the inland bill of lading. On shipment via certain tidewater transshipping activities (see paragraph 57319-3) when only the stamping of "Exported" or "Not exported" is required on the inland bill of lading, adequate records will be maintained by cross referencing the inland bill of lading number to ocean shipping documents and vice versa.

57316 CARRIER RESPONSIBILITY FOR UNLOADING CARS OF EXPORT MATERIAL

1. PACIFIC COAST PORTS--MILITARY TERMINALS

a. Transcontinental Westbound Shipments. The rail carriers within continental United States have established a special rate tender which authorizes certain allowances to the Government as partial compensation for terminal services performed by the Government in lieu of by the carriers. This special rate tender applies on west bound traffic exported through tidewater terminals located on the Pacific Coast. Its applications limited to rail shipments originating east of the territory defined in subparagraph b on which carload rates and charges are assessed. When this special tender applies, no additional allowance will be made when rail cars are not unloaded by carriers.

b. Intra-Pacific Coast Shipments. Intra-Pacific Coast shipments are defined as shipments to Pacific Coast ports which originate at points in the states of Arizona, California, Idaho, Nevada, Oregon, and Washington. Such shipments will be subject to the same procedures prescribed for carload shipments moving through Atlantic and Gulf Coast ports.

2. ATLANTIC AND GULF COAST PORTS--MILITARY TERMINALS. On shipments exported through Atlantic and Gulf Coast Ports and on intra-Pacific Coast shipments as indicated in subparagraph 1b, the routing instructions furnished by Military Traffic Management and Terminal Service on carload lots will include the notation "Carriers responsibility to unload rail cars" when tariff rates include such service. Transportation officers preparing U.S. Government Bill of Lading (Standard Forms 1103-1106) covering such shipments will place this annotation on the bill of lading when it appears on a route order. Navy port terminal activities will request the delivering carrier to unload rail cars when government bill of lading bear the notation "Carriers responsibility to unload rail cars" or when the activity is aware of the carrier's responsibility to unload rail cars. When cars are unloaded within a Navy port terminal activity, the activity will annotate the accomplished government bill of lading with the following: "Carrier was requested by Department of the Navy to and did (or did not, as appropriate) perform unloading service from car.". Additionally, Export and Import Certificate (NavSup

Form 715) will be prepared with an identical notation inserted in Section E, item 2.

3. SOUTH ATLANTIC AND GULF COAST PORTS--NONMILITARY TERMINALS. When shipping activities are furnished routing instructions by the Military Traffic Management and Terminal Service for shipments in carload or truckload quantities, via rail or motor, for transshipment through nonmilitary terminals at South Atlantic and Gulf Coast ports, the following notation will be shown in the "Description of articles" space on the government bill of lading:

"Carrier is requested to perform the unloading at point of delivery to ocean carrier and to include the charges as a separate item (supported by reference to the appropriate port terminal tariff) in the same voucher prepared for the collection of the freight charges".

57317 ISSUANCE OF EXPORT AND IMPORT CERTIFICATE

1. GENERAL. Export and Import Certificate (NavSup Form 715) is prepared and for the following:

1. to furnish proof of exportation or importation to carriers to insure the application of export and import rates on shipments exported to or imported from points outside continental United States, as authorized in carrier's tariffs or special rate tenders;
2. to claim terminal allowances on certain traffic exported to or imported from points outside continental United States when moving through specified ports, as authorized in carriers' tariffs or special rates tenders;
3. to certify domestication of shipments previously marked for export;
4. to certify exportation of shipments previously marked for domestic use;
5. to certify whether carrier did or did not perform the loading or unloading service to or from rail cars.

2. WHEN REQUIRED

a. Export Shipments

(1) Government Bill of Lading Issued by Military Activities. Receiving officers will issue NavSup Form 715 for materials delivered by rail carriers for export when shipped under government bills of lading which bear the annotation "For export" or "Carrier's responsibility to unload rail cars". When the advance documents covering shipments delivered to Atlantic and Gulf coast ports for export fail to include the annotation "For export", the command arranging the transshipment will notify the rail carrier by letter (dated before custody of the material is transferred from the rail carrier to the consignee) that the shipment is declared "For export". A copy of this letter will be appended to the original bill of lading at the time it is accomplished.

(2) Government Bills of Lading Issued by Other Government Agencies. NavSup Form 715 will be issued on shipments covered by government bills of lading which have been issued by other government agencies and which have been annotated "For export".

3. Prepaid Commercial Bills of Lading. NavSup Form 715 will be issued to protect export rates on shipments covered by prepaid commercial bill of lading which have been annotated "For export" and "This shipment is the property of and freight charges are assured by the U.S. Government.". Receiving officers at Pacific coast Navy transshipping activities will issue NavSup Form 715 for carload shipments of material received for export when shipped under prepaid commercial bill of lading. The NavSup Form

715 will be issued when the material have been loaded on board the vessel.

b. Import Shipments. NavSup Form 715 will be issued when import rates, terminal allowances, or carrier's responsibility to load rail cars are applicable to import traffic. When shipments are entitled to such privileges, the cognizant routing authority will show "import rates applicable", "Terminal allowances applicable", or "Carrier's responsibility to load rail cars" in the routing instructions furnished.

3. WHEN NOT REQUIRED. the Nav Sup Form 715 will not be prepared on export and import shipments moving to or from transshipping ports via the REA Express, Inc. Bills of lading prepared for such shipments moving through port cities designated in Railway Express Agency Traffic No. 16, ICC8291, or reissue thereof, will be annotated "FOR EXPORT" or "IMPORT", as appropriate. The notation in capital letters will be placed in the "Marks" space on bills of lading.

4. GUIDELINES FOR USE OF NAVSUP FORM 715. Guidelines for application and Issuance of NavSup Form 715 for export and import shipments are shown in the following table.

EXPORT SHIPMENTS

Category
EXPORT RATES:

Pacific coast ports: Material must be exported and NAVSUP Form 715 issued within 12 months from date shown on rail bills of lading. (Not applicable on ammunition and explosives except small arms ammunition.)

Gulf coast ports: Material must be exported and NAVSUP Form 715 issued within 60 days after arrival at port. Traffic stored at ports under carrier authority must be exported and NAVSUP Form 715 issued within 12 months.

Atlantic coast ports: Material must be exported and claim for export and claim for export rates filed within three years from date of arrival at port except at Naval Ammunition Depot, Earle, New Jersey, and Naval Weapons Station, Yorktown, Virginia, where material must be exported within 12 months after arrival. NAVSUP Form 715 will be issued promptly after exportation or domestication, NAVSUP Form 715 for shipments exported near the end of the three year year period must be prepared and distributed to the General Accounting Office and the carrier concurrently with the exportation of the shipment in order that claims for export rates can be filed within the statutory limitation period.

Category
TERMINAL ALLOWANCES - General commodities including small arms ammunition.

Pacific coast ports: Applicable at certain Pacific Coast ports specified in applicable tariffs or Section 22 Quotations on trans-continental westbound traffic. Material must be exported within 90 days after arrival at port. NAVSUP Form 715 will be issued within 60 days from date of exportation.

Gulf coast ports: When bills of lading covering the inland movement bear the notation "Carrier's responsibility to unload rail cars" and cars are unloaded by government personnel: NAVSUP Form 715 will be issued promptly.

Atlantic coast ports: When bills of lading covering the inland movement bear the notation "Carrier's responsibility to unload rail cars" and cars are unloaded by government personnel, NAVSUP Form 715 will be issued promptly.

Category
Ammunition and explosive except small arms ammunition.

Pacific coast ports: Not applicable.
Gulf coast ports: Not applicable

Atlantic coast ports: Not applicable

IMPORT SHIPMENTS

Category

IMPORT RATES - General commodities, including small arms ammunition.

Pacific coast ports: Applicable only to trans-continental east-bound traffic. NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage in transit at port for a period not exceeding 18 months.

Gulf coast ports: NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage in transit at port for a period not exceeding 12 months.

Atlantic coast ports: Applicable only to segregated salvage and surplus material as defined in applicable Section 22 Quotation. NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage at port for a period not exceeding 12 months. Tonnage must be registered at the port within 25 days from date of off-loading from vessel.

Category

Ammunition and explosives except small arms ammunition.

Pacific coast ports: Not applicable

Gulf coast ports: NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage in transit at port for a period not exceeding 12 months.

Atlantic coast ports: NAVSUP Form 715 will be issued promptly when shipment is tendered for rail transportation, either immediately after unloading from vessel or after storage in transit at port for a period not exceeding 12 months. Tonnage must be registered at the port within 25 days from date of off-loading from vessel.

Category

TERMINAL ALLOWANCES - General commodities including small arms ammunition.

Pacific coast ports: NAVSUP Form 715 will be issued within 90 days after shipment is forwarded from transit. On traffic stored in transit at specified inland areas, or within 90 days from date shipment is delivered to rail carrier at the ports.

Gulf coast ports: When routing instructions indicate "Carrier's responsibility to load rail cars" and cars are loaded by government personnel, NAVSUP Form 715 will be issued promptly.

Atlantic coast ports: When routing instructions indicate "Carrier's responsibility to load rail cars" and cars are loaded by government personnel, NAVSUP Form 715 will be issued promptly.

Category

Ammunition and explosives, except small arms ammunition.

Pacific coast ports: Not applicable.

Gulf coast ports: Not applicable.

Atlantic coast ports: Not applicable.

57318 PREPARATION OF EXPORT AND IMPORT CERTIFICATE

1. BY WHOM PREPARED. The port activity which accomplishes the bill of lading covering the material for export will be responsible for preparing the Export and Import Certificate (NavSup Form 715). On import traffic, the activity which issues the bill of lading for movement of import shipments will be responsible for preparing the NavSup Form 715.

2. NUMBER OF COPIES REQUIRED. An original and six copies of the NavSup Form 715 will be prepared.

3. DETAILED PREPARATION OF NAVSUP FORMS 715

a. General. NavSup Form 715 will be numbered consecutively by the issuing activity beginning with number one. A new series will begin on the first of each calendar year. On import traffic, the NavSup Form 715 will be prepared concurrently with the preparation of the bill of lading covering the shipment. NavSup Forms 715 will be prepared on export traffic at the time the original bills of lading are accomplished, when practicable, but not later than the time limit indicated in the guidelines in paragraph 57317-4. A separate NavSup Form 715 will be prepared for each carload shipment.

b. Heading. The date on which the NavSup Form 715 is issued will be shown in the appropriate space. The name of the delivering carrier on export traffic and the name of the originating carrier on import traffic will be shown in the "Railroad" block. The names of switching lines will not be shown. The name and location of the issuing activity as shown in Catalog of Naval Shore Activities will be indicated in the appropriate space. The government bill of lading number will be shown in the space provided. On export shipments moving on commercial prepared bills of lading, the word "Prepared" will be entered.

c. Inbound Record. On export traffic, the required information will be obtained from the government bill of lading and the carrier's inbound freight bill number, date, and the waybill number will be omitted.

d. Export and Import Record

(1) Export Shipments. When export shipments covered by the inbound record have been loaded aboard naval vessels or tendered to commercial ocean carriers in accordance with the applicable tariff or special rate tender provisions, certification to the effect will be made according to the requirements of Section A, B, C, to D of the NavSup Form 715. The name of the vessel on which the exported material was loaded will be entered.

(2) Domesticated Shipments. When material covered by bills of lading annotated as outline in para. 57317-2 is not exported in accordance with the applicable tariffs or special rate tenders, such shipments will be considered domesticated. Appropriate certification will be made on the NavSup Form 715 omitting all information required in Section A, B, C, D, and E. However, when bills of lading bear the notation "Through transit rates applicable", regardless of the time interval, NavSup Form 715 will not be issued until such shipments are actually domesticated or exported.

(3) Import Shipments. Certification of imported cargo will be made in the appropriate space. The purpose for which the certification has been made will be indicated under the appropriate provisions of Section E of the certificate. Sections A, B, C, and D will not be used on the import traffic. The name of the importing vessel will be shown on all NavSup Forms 715 covering the imported material.

► EXPORT AND IMPORT CERTIFICATE (NAVSUP FORM 715) -
EXPORT SHIPMENT

EXPORT AND IMPORT CERTIFICATE (5840)				DATE	
NAVSUP FORM 715(7-PT) (REV. 1-68)				12/13/68	
TO				CERTIFICATE NO.	
ACCOUNTING DEPARTMENT				95-68	
RAILROAD				B/L NO - GOVT OR COM'L (See Sec. E)	
Chicago Milwaukee St. Paul & Pacific Seattle, Washington				B-33213249	
ACTIVITY (Name and location)					
Naval Supply Center, Puget Sound, Bremerton, Washington					
INBOUND RECORD ON EXPORT TRAFFIC OR OUTBOUND RECORD ON IMPORT TRAFFIC					
ORIGIN	ORIGINATING CARRIER	DATE SHIPPED	CAR NO.	WEIGHT	
Milwaukee, Wisconsin	CMSTP&P	5/19/68	DSDX 1675	70,500 lbs	
COMMODITY	WAYBILL NO.	FREIGHT BILL NO.	DATE	DESTINATION	
Provisions, Cn Goods	40320	6763	5/26/68	Seattle, Washington	
EXPORT OR IMPORT RECORD					
THIS IS TO CERTIFY That the shipment recorded above was, on the <u>23</u> day of <u>December</u> , 19 <u>68</u> , dis-					
posed of as follows: (Check appropriate box or boxes)					
<input type="checkbox"/> Loaded aboard vessel for use or fleet issue- (Wt: _____)					
<input checked="" type="checkbox"/> Exported to the foreign country or destination area indicated in section A,B,C, or D, below- (Wt: <u>70,500 lbs.</u>)					
<input type="checkbox"/> Fully domesticated					
<input type="checkbox"/> Partially domesticated- (Wt: _____) (To be used only when entire shipment is not exported or loaded aboard vessel)					
<input type="checkbox"/> Imported from- (Country: _____)					
NAME OF VESSEL (To be shown in each case)					
SS HAWAIIAN CRAFTSMAN					
A. PACIFIC COAST PORTS	<input checked="" type="checkbox"/> 1. HAWAIIAN ISLANDS		<input type="checkbox"/> 2. AUSTRALIA OR NEW ZEALAND		
	<input type="checkbox"/> 3. BURMA, CHINA, JAPAN, OR PHILIPPINE ISLANDS		<input type="checkbox"/> 4. WEST COAST OF MEXICO OR CENTRAL SOUTH AMERICA		
	<input type="checkbox"/> 5. A DESTINATION THAT IS EITHER (a) West of the 170th Meridian, West Longitude and east of the 30th Meridian, East Longitude, or (b) In Oceania or, east of the 170th Meridian, West Longitude (except the Hawaiian Islands)				
B. NORTH ATLANTIC PORTS	<input type="checkbox"/> EXPORTED TO FOREIGN COUNTRIES OR INSULAR POSSESSIONS OF THE UNITED STATES				
C. SOUTH ATLANTIC & GULF PORTS	<input type="checkbox"/> 1. Canal Zone of Panama, Cuba, Guam, Hawaiian Islands, Puerto Rico, Tutuila, Virgin Islands or to all destinations NOT located in the United States of America (including Alaska), Canada, Newfoundland, Islands of Miquelon and St. Pierre, Europe, Africa, nor on the East Coast of South America, i.e. all mainland ports except those on the Pacific-coast side.				
	<input type="checkbox"/> 2. Europe, Africa, or on the East Coast of South America (all mainland ports except those on the Pacific-coast side)				
D. OTHER	<input type="checkbox"/> EXPORTED TO: (Foreign destinations other than those in A, B, or C)				
E. APPLICATION OF EXPORT/ IMPORT RATES TERMINAL ALLOWANCES OR TRANSIT PRIVILEGES	<input checked="" type="checkbox"/> 1. EXPORT* OR IMPORT RATES PUBLISHED IN TCFB		TARIFF NO. 29-N		
	<input checked="" type="checkbox"/> 2. TERMINAL ALLOWANCE* CLAIMED UNDER TEA-ER		SECTION 22, QUOTATION NO. A-2175		
	<input type="checkbox"/> 3. EXPORTED OR IMPORTED, OR LOADED ABOARD VESSELS IN ACCORDANCE WITH REQUIRE- MENTS OF TARIFF NO. _____ OR SECTION 22, QUOTATION NO. _____				
<small>*When shipments above on prepaid commercial bills of lading, export rates and/or terminal allowance should be claimed only when such bills indicate that transportation charges were assumed by the Government</small>					
DISTRIBUTION Original-Activity; Copies 1 & 2-Carrier (for submittal with adjustment); 3 & 4-General Accounting Office; 5-Accounting office responsible for payment of trans- portation charges (Retained if Navy is responsible); 6-Optional.				SIGNATURE J. B. Doe	
STOCK NO. 1108-501-8902					

Figure D-II-1.

EXPORT AND IMPORT CERTIFICATE (NAVSUP FORM 715) - EXPORT SHIPMENT

57319 DISTRIBUTION OF EXPORT AND IMPORT CERTIFICATES

1. GENERAL. The Export and Import Certificate (NavSup Forms 715) will be distributed as follows:

Shipments covered by Shipments covered by

Copy	government bills of lading	commercial bills of lading
Original	Retained by issuing activity as permanent record.	Retained by issuing as permanent record.
1	Accounting department of delivering carrier on export shipments or originating carrier on import shipments.	Accounting department of delivering carrier on export shipments or originating carrier on import shipments.
2	To the originating or delivering carrier for submission to the General Accounting Office with remittance, if any. To the cognizant General Services Administration regional office when transportation charges are for the account of the General Services Administration.	Accounting department of delivering or originating carrier for return to the General Accounting Office with remittance, if any.
3	General Accounting Office (Transportation Division), Washington, D.C.	General Accounting Office (Transportation Division), Washington, D.C., with copy of carrier's freight bill of receipt.
4	General Accounting Office.	General Accounting Office.
5	To the cognizant General Services Administration regional office responsible for payment of transportation charges when for the account of General Services Administration. Retained by issuing activity if for the account of military services and civilian agencies other than the General Services Administration.	Retained by issuing activity.

2. DISTRIBUTION OF CARRIER'S COPIES OF NAVSUP FORM 715. A letter in the following format will be prepared to transmit copies 1 and 2 of NavSup Form 715 to the accounting department of the carrier for shipments moving on government bill of lading or prepaid commercial bill of lading:

From: (Port Activity)
To: (Destination carrier)

Attached are Export and Import Certificates (NavSup Forms 715) listed below for shipments handled at this activity:

NavSup Form 715 Numbers 1357, 1358, and 1359."

In addition to the foregoing, one of the statements provided in item 1, 2, or 3, as appropriate, will be incorporated in the letter as a closing paragraph:

1. For shipments moving on government bills of lading, the letter transmitting copies 1 and 2 of NavSup Form 715 to the accounting department of the carrier will include the following statement when transportation charges are for the account of military services and civilian agencies other than the General Services Administration:

"Any refund due the United States Government will be forwarded with a copy of NavSup Form 715 to the General Accounting Office (Transportation Division), Washington, D.C.

2. For shipments moving on government bills of lading, the letter transmitting copies 1 and 2 of NavSup Form 715 to the accounting department of the carrier will include the following statement when transportation charges are for the account of the General Services Administration:

"Any refund due the United States Government will be forwarded with a copy of NavSup Form 715 to the accounting office responsible for payment of the transportation charges."

3. For shipments moving on prepaid commercial bills of lading, the letter transmitting copies 1 and 2 of the NavSup Form 715 to the accounting department of the carrier will include the following statement:

"Any refund due the United States Government will be forwarded to the General Accounting Office (Transportation Division), Washington, D.C."

3. AGREEMENTS WITH CARRIERS FOR APPLICATION OF EXPORT RATES. Agreements have been made by the following activities with carriers whereby initial billing of transportation charges will be on an export basis when bills of lading covering shipments which will be exported are annotated "Exported" before accomplishment:

Naval Ammunition Depot, St. Julien's Creek, Portsmouth, VA.

Naval Supply Center, Norfolk, VA.

Naval Ammunition Depot, Earle, N.J.

Long Beach Naval Shipyard, Long Beach, Calif.

Naval Weapons Station, Yorktown, VA.

Billing of transportation charges on bills of lading annotated "Not exported" before accomplishment will be on a domestic basis.

Section III: EXPORT AND IMPORT MOTOR CARRIER SHIPMENTS

57325 PROOF OF EXPORTATION OR IMPORTATION

Certain motor carrier tariffs provide for application of export and import rates in lieu of domestic rates but contain no provisions requiring that proof of exportation of importation be furnished on such shipments. However, Navy transshipping activities will maintain records on export-import freight moved under motor carrier tariffs at export import rates in order that information can be furnished when requested by government agencies or motor carriers.

PART E: GOVERNMENT BILLS OF LADING

Section I: GENERAL

57400 PURPOSE AND SCOPE OF GOVERNMENT BILLS OF LADING

Instructions in paragraph 57401-57471 govern the use, issuance,

preparation, distribution, and accountability of U.S. Government Bills of Lading (Standard Forms 1103-1106 and U.S. Government Transit Bills of Lading (Standard Forms 1130-1134) by Navy activities on all shipments beyond the cognizance of the Military Traffic Management Command. The instructions in paragraph 57401-57471 do not apply to shipping or receiving activities within the United States except Alaska and Hawaii unless specific reference is made to such provisions in other portions of this volume. Special instructions pertaining to the applications and issuance of government bills of lading for ocean shipments and certain shipments of household goods, personal effects, and privately owned vehicles are provided in Chapter 6, and Transportation of Personal Property. Instructions pertaining to the application of government bills of lading issued for shipments under the cognizance of the Military Traffic Management Command (i.e., between points in the United States except Alaska and Hawaii are provided in Transportation and Travel, Military Traffic Management Regulation, Chapter 214.

57401 BASIC SETS OF BILLS OF LADING AND RELATED FORMS

1. FORMS USED. The standard forms listed in the following table have been prescribed for use in the preparation of the U.S. Government bill of lading and the U.S. Government transit bill of lading. These standard forms are printed and identified as follows:

Item No.	Description of forms	U.S. Government bill of lading	U.S. Government transit bill of lading	Continuation sheet
1	Original	1103	1131	1109
2	Shipping Order	1104	1132	1110
3	Freight Waybill-Original	1105	1133	1111
4	Freight Waybill-Carrier's Copy	1106	1134	1112
5	Memorandum-Property Shipped Copy	1103a	1131a	1109a
6	Memorandum-Property Received Copy	1103b	1109b	1109a
7	Memorandum	1103a	1131a	1109a

2. DISPOSITION OF UNFIT BILL OF LADING OR BILLS OF LADING ISSUED PRIOR TO SHIPMENT CANCELLATION. When bills of lading have become mutilated or otherwise unfit for use, all parts except the original will be destroyed. The original bill of lading will be marked "Canceled" or "Void" and will be filed in the property shipped bill of lading file with an annotation to explain the reason for such action. When circumstances prevent filing of the canceled or voided original document, the property shipped copy or a substitute memorandum copy, with appropriate notation of disposition of the original bill of lading, will be filed in the property shipped file. When a government bill of lading has been issued and the carrier's equipment is dispatched to the consignee's point of pickup before shipment has been canceled, the government bill of lading must not be canceled; it should be property annotated to show why shipment was canceled and carrier will use this document to support his billing for costs incurred to dispatch his equipment and return of equipment to his terminal.

57402 SUPPLY OF FORMS

Government bills of lading and related forms are carried in the Navy Supply System as cognizance symbol I items. Requisitions

for stocks of such forms will be submitted to appropriate stocking points listed in paragraph 26205.

57403 ACCOUNTABILITY FOR FORMS

1. GENERAL. Activities making shipment via commercial carriers will maintain an appropriate numerical record of all government bills of lading issued and on hand. This is for the purpose of fixing accountability on personnel responsible for maintaining stocks and issuing government bills of lading. All activities will maintain in a numerical file appropriate accountability record of the serial numbers of government bill of lading received from distribution points for subsequent issue to carriers, other activities, contractors, subcontractors, or representatives of the Material Inspection Service, USN, and those canceled, spoiled, lost, stolen, missing, or used for specimen purposes. Normally, naval activities will maintain such accountability on the Bill of Lading Accountability Record (Standard Form 1121). When government bills of lading are placed with in the subcustody of persons within the issuing activity, a temporary record of such subcustody will be maintained at a central point within the activity. After the entire block of such bills of lading has been issued to carriers or otherwise disposed of, the central records will be brought up to date to reflect their use or disposition.

2. RECEIPTS. Upon receipt of a supply of government bills of lading, the responsible official will open all boxes and manually count all blank government bills of lading to ensure that each government bill of lading in numbered consecutively, thereby verifying that none is missing. Numbers appearing on the bills of lading will be recorded. When discrepancies are found, the distribution point from which the supplies were received will be notified.

3. DISTRIBUTION POINTS. When a supply of government bills of lading is furnished to a requesting activity, distribution points within the forms and publications segment of the Navy Supply System will maintain the following information:

1. the prefix symbol and serial numbers of the government bills of lading supplied,
2. official name of the activity to which the supply was shipped,
3. date on which shipment was effected.

57404 RECORD OF USE AND NONUSE

1. GENERAL. Blank bills of lading will be filed in numerical sequence. Storage space containing blank bills of lading will be locked or otherwise secured when not in use. The "Property shipped" memorandum copies of the bill of lading, Standard Form 1103a and 1131a, after being receipted by the initial carrier, will be filed in numerical sequence by the issuing activity. See paragraph 23012-2 for the procedure for filing the "Property received" memorandum copies.

2. EMERGENCY TRANSFER. In emergencies, naval activities may furnish government bills of lading to another naval activity from stock on hand. Such transfers will be made only in complete pads or packages and an appropriate record will be maintained.

3. LOST OR STOLEN BLANK ORIGINAL BILLS OF LADING. If original bills of lading are discovered to have been lost or stolen, the custodial officer will notify all local carriers not to honor such bills of lading and advise the Navy Regional Finance Center, Washington, D.C. in order that appropriate action can be taken.

Section II: USE OF GOVERNMENT BILLS OF LADING

57410 GENERAL

Except as otherwise provided herein, the government bill of lading will be used for the procurement of commercial transportation services when the charges for such services are properly payable by the Government. A government bill of lading will not be used when a carrier demands prepayment of the transportation charges. When a carrier declines to accept a government bill of lading as a contract of carriage, shipment will be made on a commercial bill of lading acceptable to the carrier performing the transportation service.

57411 WHEN GOVERNMENT BILLS OF LADING MAY NOT BE USED

Government bills of lading will not be used for:

1. procurement of services which are not provided for by tariffs, schedules, and tenders of rates filed by carriers performing the transportation service or are not primarily transportation services;
2. shipments of surplus property when sold on an f.o.b. origin basis;
3. dravage service as defined in paragraph 52461;
4. parcel post shipments;
5. personal baggage checked on tickets issued in conjunction with passenger travel, unless required by tariffs on exceptional classes of property;
6. ocean shipments made under the provisions of a Military Sealift Command shipping contract;
7. domestic shipment to first destination within the Navy of supplies and equipment procured from nonappropriated funds.

Section III: ISSUANCE OF GOVERNMENT BILLS OF LADING

57420 PERSONS AUTHORIZED TO ISSUE

Only transportation officers, as defined in paragraph 51057, are authorized to issue government bills of lading and then only provided that there are shipment authorities which authorize the shipment of property (see paragraph 52000).

57421 ISSUANCE AFTER PERFORMANCE OF SERVICE

The issuance of a government bill of lading after the transportation service has been performed is prohibited except:

1. when required for conversion of commercial shipping documents used,
 2. when the supply of government bills of lading at origin has been exhausted,
 3. when the furnishing of a government bill of lading would unduly retard the shipment of urgently needed materials.
- In these instances, the commercial shipping documents must be annotated "To be converted to a U.S. Government bill of lading".

57422 SHIPMENTS MADE BY ONE GOVERNMENT DEPARTMENT FOR ANOTHER

When one government department makes a shipment for another government department, the requesting department may furnish the bills of lading to the department making the shipment. When it is impracticable to furnish the bills of lading, full information should be furnished regarding the appropriation chargeable, the name and address of the disbursing office to whom the carrier should submit his bill, and complete instructions relative to the distribution of the required number of memorandum copies. Within the Department of Defense, with respect to newly procured material purchased under single service purchase assignment, the government bills of lading generally are issued by the procuring department as provided in the Armed Services Procurement Regulation (ASPR 5-1117).

Section IV: PREPARATION OF GOVERNMENT BILLS OF LADING

57430 INTRODUCTION

This section prescribes the information to be shown on the original and all copies of the bill of lading. When multiple entries are required in a space for which there is insufficient room, such as shipment authorities, marks, or appropriations chargeable, the space provided will bear the notation "See above" or "See below" and the required information will be shown in the "Description of articles" column immediately above the description of the item(s) to which it applies. When cross-referencing government bills of lading, see paragraph 52400-1.

57431 PREPARATION OF FORMS

1. GENERAL. All copies in a set of forms which comprise the government bill of lading will be prepared at the same time by the use of carbon paper or other efficient method. When forms are handwritten, ordinary lead pencils should not be used. When multiple bills of lading bearing the same information are to be prepared, duplicating machines may be used to advantage. Copies legible enough for photographing will be produced since subsequent records are made and maintained by microfilm processes. When unassembled sets are prepared, one legible memorandum copy will be stamped "Property shipped" and another "Property received".

2. TRANSPORTATION COMPANY TENDERED TO. The full name of the carrier to whom the shipment is tendered for transportation will be shown in the "Transportation company tendered to" space. When the name of the carrier does not indicate the method of transportation employed, the notation (air), (motor), (rail), or (water) will be entered following the name of the carrier as an aid in the compilation of statistical data.

3. ROUTE ORDER/RELEASE NO. The Military Sealift Command clearance number or other route order number with prefix or suffix symbols, when used, will be shown in the "Route order/Release No." space on the bill of lading.

4. VEHICLE IDENTIFICATION. The appropriate ownership, identifying name or number, and manufacturer's symbol designation of the vehicle in which the shipment was transported, when appropriate, will be shown in the spaces provided for "Size car in feet", "Marked capacity of car", and "Date car furnished". The date that the carrier's equipment was made available for loading also will be inserted. When other than rail cars are used, the word "car" shown in the printed spaces will be crossed out and the word "barge", "plane", "truck", or "vessel" will be

inserted.

5. DATE BILL OF LADING ISSUED. The date of issue will be the date on which the first entry is made on the bill of lading and will be entered in the "Date B/L issued" space.

6. FROM (SHIPPING POINT). The name of the point at which the shipment is actually tendered to the initial carrier will be shown in the "From (shipping point)" space.

7. FROM (FULL NAME OF SHIPPER). The name of the shipping establishment will be shown in the "From (full name of shipper)" space except when government bills of lading are issued to a contractor or other authorized shipper to cover a shipment at government expense from a point at which no transportation officer is available. In such instances, only the name, address, and designation of the actual shipper will be shown in this space.

8. MARKS

a. General. All markings which are common to the various packages or items making up the shipment will be shown under the heading "Marks". Any marks having reference to transportation, delivery at destination, or identification of packages or items en route or at destination will be shown. Additional instructions pertaining to information to be entered in this space are provided in subparagraph b and c.

b. Shipments for Other Than the Billed Consignee or for Transshipment. When a shipment is intended for an activity other than the billed consignee or is intended for transshipment, the ultimate consignee and destination (clear or coded) will be shown in the "Marks" space preceded by the word "For". Information relative to the numerical priority designator and the delivery date will be shown also (see paragraph 22001 and Afloat Supply Procedures, paragraph 3049 and paragraph 3050).

c. Special Notations. Notations as to the character of a shipment also will be shown in the "Marks" space. In order to protect the application of export rates on Navy material shipped to ports, shipping activities will annotate all government bills of lading covering rail carload shipments to Navy activities at ports, "For export".

9. CONSIGNEE. The designation or official title of the consignee and the official name of the activity or installation will be shown in the "Consignee" space. When the consignee's post office address differs from the point to which the shipment is consigned, the post office address will be added in parentheses. When delivery at a specific plant or warehouse of the consignee is desired, that information also will be indicated.

10. DESTINATION. The name of the carrier's station at which delivery will be effected will be shown as the destination point. When shipments are for export, import, or transshipment, the name of the appropriate port or point of transshipment will be shown in the "Destination" space. In addition, the precise identification of the terminal or pier facility within such port or point will be indicated.

11. ROUTING (VIA). The name of the carrier(s) desired to transport the shipment from the point of origin to point of destination as indicated in subparagraph 10 will be entered in the "Via (route journey only, etc.)" space. However, when it is impractical to select the best complete route from origin to destination, the name of only the origin carrier will be shown.

When less than load quantities are shipped, only the name of the origin carrier will be shown unless it is advantageous to the Navy to do otherwise.

12. PICKUP SERVICE. When applicable, the space marked "Carrier furnished pickup" will be checked and initialed by any authorized person having accurate knowledge of the facts. When carrier's tariffs provide for the assessment of an additional charge for pickup service and the shipper requests that such service be performed by the carrier, the following endorsement will be placed on the bill of lading:

"Pickup service requested of and performed by (insert carrier's name and name of person ordering service).".

This endorsement will be shown on the bill of lading as prescribed in Administrative Directions No. 2 on the back of the bill of lading and must be signed by or for the person ordering the pickup service. With respect to newly procured material shipped from contractor's plants, the payment of such charges is generally the responsibility of the vendor (see paragraph 23026-5).

13. CHARGES TO BE BILLED TO. See paragraph 52400-3 for instructions pertaining to information to be inserted in the "Charges to be billed to" space.

14. APPROPRIATION CHARGEABLE. The appropriation chargeable, the name of the government agency, and when applicable, the full allotment symbol will be shown in the "Appropriation chargeable" space.

15. ISSUING OFFICE. The official name of the activity at which the bill of lading is issued will be shown in the "Issuing offic" space. The address also will be entered unless it is shown in the "From (shipping point)" space. When continuation sheets are used, the name and location of the issuing office will be shown in the spaces provided for "Department or establishment and bureau or service" and "Location".

16. NAME AND TITLE OF ISSUING OFFICER. The name and title of the officer issuing the bill of lading will be shown in the "Name and title of issuing officer" space.

17. NUMBER AND KIND OF PACKAGES. The number of packages or containers, type of packages (barrels, boxes, crates, etc.), and the number and kind of pallets used, if any, will be shown in the spaces provided. The number of articles or inner containers in any barrel, box, crate, or other receptacle will not be shown. When articles are shipped on strapped pallets, the number of containers on each pallet will be shown; e.g., 6 pallets of 24 boxes each. When articles are shipped loose, the number of pieces or units will be shown in the "Package No." column. No entry is required when a shipment consists of dry bulk freight such as coal, gravel, or sand. Different types of packages or containers will be listed separately.

18. DESCRIPTION OF ARTICLES. The proper description of the articles in accordance with tariffs of the carriers performing the transportation will be shown in the "Description of articles" space. When required by this volume or other directives, additional information pertinent to the transportation also will be entered in this space. (See paragraph 54054. for instructions pertaining to the inclusion of transportation account codes.) When the space provided in the "Description of articles" column is not adequate, continuation sheets will be used. A summarization of the total weight and the dunnage covered in each continuation sheet will be shown on the original bill of lading.

19. NUMBER ON PACKAGES. When packages are serially numbered, such numbers will be shown in the "Numbers on packages" space on the same line with the entry describing the type of package and the articles.

20. WEIGHTS. Directly opposite the "Description of articles" and "Number of packages", the aggregate weight in pounds of the total number of each different type of loose piece, package, or container of the different articles comprising the shipment will be shown separately. In overseas areas where transportation charges are assessed on other units of weight of measurement, weights will be stated in accordance with local custom or the requirements of the carrier. Some countries may require that the weight of the article(s) and the weight of the packing and packaging employed be shown separately on the bill of lading for the purpose of assessing export or import duties.

21. DUNNAGE. When bracing or blocking materials, racks, stakes, or the like are used for the protection of cargo while in transit, the weight of such material will be shown separately in the following manner:

Material	52,300 lbs.
Dunnage	450
Total	52,750 lbs.

22. CUBIC MEASUREMENT. When shipments are forwarded to ports for further shipment by ocean carriers or are loaded on ocean vessels, the total measurement of the shipment in cubic feet will be shown on the bill of lading. When a shipment is made up of multiple items, the cubic measurement of each item or group of items and the total number of cubic feet will be shown. On shipments forwarded via air carriers, the aggregate cubic measurement of the entire shipment will be shown plus the cubic dimensions and individual weights of each piece or package which equals or exceeds 250 cubic inches per pound.

23. CERTIFICATE OF ISSUING OFFICER

a. Authority for Shipment. Reference to the shipment authority (see paragraph 52000) which authorizes the shipment of the articles will be shown on the first line of this space. When several lots of material are shipped which are covered by different shipment authorities, reference to each governing authority will be shown immediately above the description of the respective item or items in the "Description of articles" column. When a shipment is supported by numerous shipment authorities all of which are payable from a single appropriation, a summary of the several shipment authorities may be shown on the bill of lading at the option of the issuing officer.

b. Contract or Purchase Order Reference. When a shipment is covered by a contract, purchase order, or other procuring document, the number and date of this document and the f.o.b. point of the shipment will be entered in the spaces provided. When the terms provide that transportation is a government expense from a specified f.o.b. point, such point will be entered as the f.o.b. point.

24. SEAL RECORD. The numbers of seals applied in accordance with paragraph 52200 will be entered on the government bill of lading in the space marked "Seal Nos.". In the "Applied by" space will be entered "Shipper", or otherwise as appropriate. If additional space is needed, "see below" will be inserted and the seal numbers will be entered under "Description of articles".

25. VALUATION OF SHIPMENTS

a. General. The value of property shipped for the Government or for which the Government is responsible for the payment of the transportation charges will not be shown on the bill of lading except as provided in subparagraph b through e. (Special instructions pertaining to import shipments are provided in subparagraph 26.)

b. Freight Shipments. When rates are based upon the value declared, the bill of lading will be annotated to show that the shipment is released at the maximum value which applies to the lowest published rate or classification rating.

c. Household Goods and Personal Effects. Household goods, authorized baggage, professional books and papers, and personal effects shipped at government expense will be shipped at the maximum released value applicable to the lowest rate or classification rating published by carriers and a notation to that effect will be shown on the government bill of lading covering such shipment. However, upon written request of the owner of such property with his written agreement to pay such excess costs as may be incurred over the cost of shipment made in accordance with governmental regulations, shipments may be made at a specified higher valuation to such extent as permitted by carriers. The bill of lading and the outside containers or packages comprising the shipment, if required by the carriers, will be annotated to indicate the higher valuation desired by the owner of the property. Such notation will be in the form required by the carrier.

d. Notice to Carriers. When transportation officers tendering shipments believe that the interest of the Government requires, or when carriers request advance information of unusually highly valued shipments, an estimate of the value of such shipments when in excess of \$5,000 will be furnished. Furnishing of such approximate value on classified shipments is not in conflict with security requirements provided no other information except that which is essential for the movement of the shipment is furnished to the carrier. This estimate of the value of the shipment will not be shown on the bill of lading or by notation on the outside container(s) of the packages comprising the shipment.

e. Shipments From Nonmilitary Sources. When a transportation officer issues bills of lading for use by a contractor or other shipper to cover shipments from points at which no transportation officer is available, the issuing officer will provide the shipper with full instructions relative to the valuation, if any, to be shown on the bills of lading.

26. IMPORT SHIPMENTS

a. General. Ordinarily, duty is payable for the importation of supplies obtained outside the United States. Consequently, in every case, shipping documents covering property imported into the United States by the Navy will be annotated so as to indicate the estimated value in United States dollars of the material being imported. Duty free entry may be claimed under the following conditions:

1. on emergency purchases of war materials abroad by a military department (10 U.S. Code 2383);

2. for certain supplies (not including equipment) purchased for vessels or aircraft operated by the United States (19 U.S. Code 1309);

3. for returned material of United States origin, provided that it has not been advanced in value or improved in condition

by any process of manufacture or other means and that no drawback has been or will be claimed on such articles. (Tariff Act of 1930, Paragraph 1615(a) as amended) (19 U.S. Code 1201)

b. Information to be Shown on Shipping Document. When duty free entry is to be claimed under the circumstances in subparagraph a, the following statement will be entered on shipping documents immediately below the description of the articles comprising the shipment:

"U.S. NAVY--DUTY FREE ENTRY TO BE CLAIMED pursuant to (insert '(10 U.S. Code 2383)', '(19 U.S. Code 1309)', or '(Tariff Act of 1930, Paragraph 1615(a), as amended--19 U.S. Code 1201)', as appropriate). Upon arrival at port of entry, collector of customs, kindly notify the (insert title and address of government representative) who will execute Customs Forms 7501 and 7501-A and the Duty Free Entry Certificate."

Activities responsible for preparation of documents required by the U.S. Bureau of Customs will be determined in accordance with instructions in paragraph 56200-5. Instructions for preparation of Customs Forms 7501 and 7501-A and Duty Free Certification are contained in paragraph 56203.

c. Distribution of Shipping Documents. In addition to the distribution required by paragraph 57471, two memorandum copies will be placed in a sealed envelope addressed to the Collector of Customs, U.S. Port of Entry, which will be given to the carrier's agent for delivery to the collector of customs.

Section V: RECEIPT OF SHIPMENTS FROM COMMERCIAL CARRIERS

57440 VERIFICATION OF SERVICE AND DELIVERY OF ARTICLES SHIPPED

Receiving activities will check carefully the consignee's copy of the government bill of lading against a tally of the shipment delivered by the carrier to determine that the cargo described on the government bill of lading has been delivered and the service rendered by the carrier fulfills the requirements of the bill of lading. Copies of applicable tally sheets or carriers delivery documents will be filed with a copy of the government bill of lading to provide a complete record of shipment receipt. Receiving activities will maintain adequate suspense filed copies of government bills of lading to identify shipments that have not arrived within 30 days after receipt of the government bill of lading.

57441 ANNOTATION OF CARRIER'S DELIVERY RECEIPT

Any damage, shortage, or loss that is not of a concealed nature will be noted on the carrier's delivery receipt, signed by the transportation officer, transportation agent, or other qualified person, and acknowledged by the signature of the carrier's representative. Such notations will be of a specific nature. Also, these notations will be made on consignee's copy of carrier's delivery receipt. Under no circumstances will qualified statements or notations such as "Subject to count and inspection" be made on the carrier's delivery receipt. This latter requirement is equally applicable to any shipping or receiving document, whether or not irregularities exist.

57442 MATERIAL INSPECTED AND REJECTED AT DESTINATION BUT NOT REMOVED FROM CARRIER'S EQUIPMENT

When material shipped on a government bill of lading is inspected at destination and formally rejected because it

nonconforms with contract specifications and is not removed from carrier's equipment, the consignee will prepare a bill of lading correction notice indicating that the material was rejected at destination and not removed from carrier's equipment. Also, the official who designated the original destination of the shipment will be contacted by the consignee to determine disposition of the rejected material. Details on the preparation and distribution of the government bill of lading correction notice are contained in paragraph 57455-57458.

57443 SUBSTITUTION OF THE FREIGHT WAY BILL (ORIGINAL) AS SUPPORT FOR BILLING IN LIEU OF LOST OR DESTROYED ORIGINAL GOVERNMENT BILL OF LADING

1. CIRCUMSTANCES REQUIRING SUBSTITUTION. If the original government bill of lading cannot be found after diligent effort has been made to locate it and it is evident that the document has been lost or destroyed, the carrier may, after certification by the issuing office, use the U.S. Government Freight Waybill (Original) (Standard Form 1105) or the U.S. Government Transit Freight Waybill (Original) (Standard Form 1133) as a substitute document with which to support his billing. Reproduced copies of either document will not be acceptable. Whenever the original government bill of lading and the original freight waybill become lost or have been destroyed, the carrier must obtain a certified true copy of the issuing office memo copy of the government bill of lading which must be properly annotated by the transportation officer and completed in accordance with existing regulation.

2. CERTIFICATION BY THE ISSUING OFFICE. In order to use the original freight waybill as a substitute document to support his billing, the carrier must first forward the freight waybill (original) to the issuing office which will investigate to determine that the services were requested. After this determination has been made, the issuing office will place the following certification on the reverse of the freight waybill:

"I certify that the services shown on this freight waybill were requested".

Signature of Issuing Officer

Date

The issuing officer then will return the freight waybill to the carrier which must place, on the reverse, a properly executed certificate of delivery identical to that on the face of the original bill of lading. The carrier then may use the freight waybill to support his billing.

3. RECORDS AND CONTROLS TO BE MAINTAINED. The issuing officer will note all certifications of freight waybills in the bill of lading accountability record and promptly notify the Navy Regional Finance Center, Washington, D.C., where a system of controls is maintained that is designed to avoid duplicate payment of the transportation charges involved.

4. ORIGINAL BILL OF LADING LOCATED BEFORE SETTLEMENT OF BILL. If the original bill of lading is located by either the Government or the carrier before settlement is made on the freight waybill, the original bill of lading will be submitted therefor and the freight waybill will be marked immediately with the notation:

"CANCELLED-ORIGINAL BILL OF LADING LOCATED AND DELIVERED TO THE DESTINATION CARRIER"

The cancelled freight waybill then should be returned to the

issuing office for association with the accountability record. The administrative accounting office concerned will be notified so that payment then can be made on the original government bill of lading.

5. ORIGINAL BILL OF LADING LOCATED AFTER SETTLEMENT OF BILL. If the original bill of lading is located after settlement is made on the freight waybill (original), the original bill of lading will be forwarded with appropriate advice to the administrative office concerned, there to be properly voided and inscribed with the disbursing office symbol number, the disbursing office voucher number (or the General Accounting Office certificate of settlement number), and the date paid. The voided original bill of lading then will be transmitted to the General Accounting Office.

Section VI: ALTERATIONS AND CORRECTIONS

57455 GENERAL

This section prescribes the use of the Government Bill of Lading Correction Notice (DD Form 1352) for effecting alterations and corrections to government bills of lading. It also provides guidance in the preparation and distribution of DD Form 1352. Recipients of a correction notice will alter or correct the bill of lading as indicated and attach the copy of the notice thereto.

57456 DISTRIBUTION

1. GENERAL. Except as provided in subparagraph 2-6, when distribution of the government bill of lading has been made and the transportation charges are affected by the alteration or correction, a Government Bill of Lading Correction Notice (DD Form 1352) will be prepared and the original and all copies will be signed by the origin carrier's representative. However, a DD Form 1352 will not be prepared to make corrections which affect estimated transportation charges when the issuing officer or his designee has determined that the recoverable amount is less than \$15. A legible carbon impression signature on all copies of the form except the original is acceptable. The correction notice will show the originating carrier's address in the block titled "TO" and will be prepared in sufficient quantity to permit the distribution of one copy to the consignee; one copy to the Navy Regional Finance Center, Washington, D.C.; original and one copy to the originating carrier; one copy to the Navy Material Transportation Office, Norfolk, Va.; and one copy for file at the preparing activity.

2. CORRECTIONS AUTHORIZED BY ISSUING OFFICER. When a correction is authorized by the issuing officer, the original government bill of lading and the "Property received" memorandum copy will be corrected and then annotated "Authority of issuing officer (insert date and signature)".

3. CORRECTIONS NOT AUTHORIZED BY ISSUING OFFICER. When it is necessary for the consignee to make corrections which have not been authorized by the issuing officer, the consignee will notify the issuing officer in writing, unless it is obvious that the corrections are necessary to reflect the facts relating to the shipment. If a reply to this notification is not received within 30 days, the correction will be made by the consignee and the bill of lading will be annotated "Corrected with authority of the issuing officer (insert date and signature)". The consignee will inform the issuing officer of the number of the bill of lading, the date of issuance, and the corrections made.

4. NOTICE TO ISSUING OFFICER. The consignee will notify the

issuing officer of any changes made which are necessary to complete the records of the issuing officer. However, minor changes which do not affect the transportation charges may be made without notifying the issuing officer but a record of the changes will be attached to or noted on the "Property received" memorandum copy of the government bill of lading.

5. CHANGE IN QUANTITY SHIPPED. The government bill of lading may be corrected by the consignee to reflect the quantity received when there has been an obvious error in the preparation of the government bill of lading. However, no correction will be made by the consignee to show a greater quantity received than that shown as shipped under the government bill of lading. Such cases will be referred to the issuing officer for adjustment with the initial carrier. When such corrections are accepted by the carrier, the issuing officer will forward two copies of the carrier's letter or correction authority to the consignee. The consignee will make the necessary correction or adjustment on the government bill of lading and will attach a copy of the carrier's authority to the original and the "Property received" memorandum copy of the government bill of lading. A brief reference to the carrier's authority will be made on the face of the government bill of lading.

6. CORRECTION AFTER SURRENDER OF BILL OF LADING TO CARRIER. When a correction affects the freight charges or changes the designated disbursing officer, a DD Form 1352 will be prepared in sufficient quantity to provide the following distribution. The original will be forwarded to the disbursing office shown in the "Charges to be billed to" space on the government bill of lading. Copies will be furnished to the delivery carrier's local agent, the officer issuing the bill of lading, the Navy Material Transportation Office, and to each recipient of a memorandum copy of the original government bill of lading. One copy will be attached to the "Property received" memorandum copy of the government bill of lading for filing. When other changes in information, such as contract or purchase order data are necessary, the DD Form 1352 will be forwarded only to the disbursing officer shown on the government bill of lading. In this case also, a copy of the DD Form 1352 will be attached to the "Property received" memorandum copy of the government bill of lading.

57457 MINOR CORRECTIONS

Typographical errors or changes in words which do not change the meaning of the data entered on bills of lading need not be specifically authorized or initialed.

57458 CORRECTIONS BY GOVERNMENT PERSONNEL OTHER THAN ISSUING AND ACCOMPLISHING OFFICERS

Any corrections considered to be proper or remarks found to be necessary by anyone in the employ of the Government other than the issuing or accomplishing officer or his authorized representative will be entered on the reverse of the U.S. Government Bill of Lading (Standard Form 1103). Such entries will be dated and signed and will indicate the official title of the person making the entry as well as the official name of the station at which he is employed.

Section VII: DISTRIBUTION OF GOVERNMENT BILLS OF LADING

57470 TENDER OF SHIPMENTS TO CARRIER

1. NUMBER OF COPIES OF BILL OF LADING. When shipments are

tendered to a carrier for transportation, the original, shipping order, two waybill copies, and the required number of memorandum copies of the bill of lading, depending on the nature of the shipment, will be presented to the carrier for receipt purposes.

2. RECEIPT BY CARRIER. All copies of the bills of lading will be receipted by the carrier to show the carrier's name, the date of receipt by the carrier, and the signature of the carrier's agent. Carbon paper may be used.

57471 DISTRIBUTION BY CONSIGNOR

1. ACTION BY ISSUING OFFICER. Except as provided in subparagraph 2-6, after the original bill of lading and all copies have been receipted by the carrier, the original, the shipping order and two waybill copies will be given to the carrier, and the property shipped copy will be kept by the issuing officer for record purposes. The property received copy will be forwarded to the consignee by the most expeditious means available to assure arrival with, or in advance of, shipment. The property received copy may be given to the carrier for delivery to the consignee when this method is faster than mail service and is acceptable to the carrier. When the method is used, a memorandum copy of the bill of lading will be mailed to the consignee. For MILSTRIP shipments, other than movements to a water terminal for export, the property received copy of the bill of lading will be accompanied with a copy of the DOD Single Line Item Release/Receipt Document (DD Form 1348-1).

2. FORWARDING OF MEMORANDUM COPIES OF BILLS OF LADING

a. Notations on Shipping Documents. The U.S. Government Bill of Lading (memorandum copy) (Standard Form 1103a) and the U.S. Government Transit Bill of Lading (memorandum copy) Standard Form 1131a) forwarded to the Navy Material Transportation Office will be stamped "Accounting copy".

b. Forwarding Instructions. Standard Forms 1103a and 1131a will be forwarded daily. Activities located in the First, Third, Fourth, Fifth, and Sixth Naval Districts, and the Naval District, Washington, D.C., will forward documents by surface mail. Activities located elsewhere will forward the shipping documents by air mail. Outer envelopes or packages will be addressed as follows:

Officer in Charge
U.S. Navy Material Transportation Office
Bldg. A-133, Naval Station
Norfolk, Va.

3. SHIPMENTS BILLED TO TRANSPORTATION OFFICERS. When shipments are billed to transportation officers for the account of other persons, the original and "Property received" copy will be forwarded to the transportation officer at the billed destination.

4. PERSONAL PROPERTY. Distribution of government bills of lading used to effect shipments of household goods, personal effects, and privately owned vehicles of military or civilian personnel of the Government will be made in accordance with Transportation of Personal Property.

5. CONTRACTORS. When issuing officers forward government bill of lading to contractors or subcontractors for use in making shipments at government expense, one partially completed memorandum copy will be retained by the issuing officer pending receipt of a copy with all data inserted by the vendor. Upon receipt of the completed copy, the tickler file copy may be

destroyed.

6. OCEAN SHIPMENTS. Government bills of lading covering ocean shipments controlled by the Military Sealift Command will be distributed in accordance with MILSTAMP (DOD Regulation 4500.32-R), Appendix F.

PART F: NAVY STEEL CARGO CONTAINERS AND ARMY AND AIR FORCE STEEL CARGO CONTAINERS

Section I: NAVY STEEL CARGO CONTAINERS

57520 IDENTIFICATION

Navy steel cargo containers, identified by the symbol SEACON, are grey in color and are fabricated of the same material as are the Army and Air Force steel cargo containers identified by the symbol CONEX except that the Army and Air Force containers are painted an olive drab color.

57521 NAVY STEEL CARGO CONTAINERS

1. NAVY USE. Navy steel cargo containers (SEACONS) will be used by Navy tidewater terminal commands for:
 1. transporting shipments of classified material to, from, and between overseas commands;
 2. transporting shipments of high-value low-volume commodities which because of their fragility are subject to breakage or are unusually susceptible to pilferage;
 3. return to the United States except Alaska and Hawaii of crated and packaged household goods and personal effects in foot lockers or seabags, when empty Navy steel cargo containers are available and otherwise would have to be returned empty;
 4. transportation of fleet post office mail to the United States except Alaska and Hawaii when no other return cargo is available and if full utilization of the bale capacity of the container can be realized.
2. NON-USE. Navy steel cargo containers will not be used for:
 1. inland shipments to or from the port except when authorized by the Naval Supply Systems Command,
 2. storage purposes.
 3. the transportation of Army and Air Force mail,
 4. the return of empty mail sacks, mail bag locks, and other mail equipment; these items are transported without charge by commercial carriers under existing agreements between the ocean carriers and the U.S. Post Office Department.

Section II: ARMY AND AIR FORCE STEEL CARGO CONTAINERS

57530 IDENTIFICATION

Army and Air Force containers known as CONEX transporters are similar to the Navy general purpose steel shipping containers except that the Army and Air Force containers are of olive drab color.

57531 ARMY CONTAINERS

1. USE. The use of Army steel cargo containers (CONEX) for Navy responsible cargo is restricted because of the additional transportation costs incurred through the use of the container.

Accordingly, Navy activities will use Army steel cargo containers only for the forwarding of classified shipments from overseas points to the Naval Supply Centers, Norfolk and Oakland, and the Naval Supply Depot, Seattle. In such instances, the Army steel cargo containers will be unloaded within the port activity area.

2. NON-USE. The Army steel cargo containers will not be used in the following cases:

1. when Navy steel cargo containers are available,
2. for transporting mail or other unclassified Navy cargo under any circumstances,
3. for transshipment of Navy cargo through Army terminals.

57532 RESTRICTIONS

Activities in Alaska and Hawaii and outside the United States requiring Army and Air Force containers will place a request upon the CONEX control officer of the local Army or Air Force command. Navy activities desiring to use Army and Air Force steel cargo containers for service other than that specified in paragraph 57531 will request approval from the Naval Supply Command (Deputy Commander, Transportation).

57533 RECEIPT AND DISPOSITION

Navy activities receiving Army and Air Force steel cargo containers loaded with Navy cargo either from other Navy activities or from Army or Air Force activities will immediately unload the Army and Air Force steel cargo containers and make them available to the nearest Army and Air Force command, preferably an Army terminal.

57534 MOVEMENT REPORTING

1. GENERAL. All Navy activities which ship, transship, or receive Navy requested empty Army and Air Force steel cargo containers or Army and Air Force steel cargo containers loaded with Navy responsible cargo will report in accordance with the instructions in this paragraph.

2. REPORT FORMAT. A cargo transporter report will be forwarded by unclassified message to the Commanding Officer, Joint CONEX Control Agency, Tobyhanna Army Depot, Tobyhanna, Pa., within 24 hours after receipt or shipment of Army and Air Force steel containers.

3. PREPARATION (REPORT SYMBOL (RCS TC-117) (R2) (4610)). "Cargo Transporter Report (RCS TC-117) (R2) (4610)" will be shown in the heading. Immediately under the heading will be included the applicable items of information from the list in subparagraph 4. The items applicable to the various types of reports are explained in subparagraph 4. Each item of information will be identified only by the alphabetical designator indicated in subparagraph 4. Reports will be limited to the desired items of information.

4. REPORT CAPTIONS. The following letter designators will be used as report captions for information to be included in the cargo transporter report:

Designator	Information to be included
F	Name of reporting activity. Official abbreviations may be used, but initials alone are not to be used.
N	CONEX serial numbers.
C	Contents. To be reported only by consignor activities, one of the following will be indicated: NAVY--Navy or Marine Corps material MAIL--FPO mail BAG--Any type baggage HHG--Household goods MTY--Empty CONEX
D	Date shipped or returned to Army or Air Force command
X	Date received in transit. Refers only to CONEX received for transshipment.
Y	Date transshipped. Refers only to CONEX received

for transshipment.

R Date received by consignee.

T Dispatched to: name of break bulk or transshipment activity to which container is shipped, or Army or Air Force installation to which empty container is returned.

V Vessel name. Name of vessel in which containers are moving.

5. USE OF REPORT CAPTIONS. Reporting activities will use captions specified in subparagraph 4 for reporting the situations indicated below:

Situation Reporting information--required captions

Overseas consignor for CONEX loaded in vessel en route transshipment port or United States port	FNCDTV
Transshipping activities:	
Reporting receipts	FNX
Reporting forwarding	FNYTV
Receiving activities:	
On arrival of CONEX	FNR
On delivery of empty CONEX to Army or Air Force installation	FNCDT

6. SAMPLE REPORTS. The following are examples of typical records:

1. Overseas consignor dispatched in vessel:
 "TO: COMMANDING OFFICER, JOINT CONEX CONTROL AGENCY, TOBYHANNA ARMY DEPOT, TOBYHANNA, PA. CARGO TRANSPORTER REPORT (RCS TC-117(R2) (4610))

F	NAVSUPDEP	GUAM
N	C	T
721	MAIL	NAVSUPCEN OAKLAND
7213	HHG	NAVSUPCEN OAKLAND
2712	NAVY	NAVSUPCEN PEARLHARBOR
D	20 FEBRUARY	
V	CEN MANN"	

2. receiving activity in the United States except Alaska and Hawaii:

"TO: COMMANDING OFFICER JOINT CONEX CONTROL AGENCY, TOBYHANNA ARMY DEPOT, TOBYHANNA, PA. CARGO TRANSPORTER REPORT (RCS TC-117 (R2) (4610))

F	NAVSUPCEN OAKLAND
N	721, 7213
R	13 MARCH"

3. activity in the United States except Alaska and Hawaii, delivery of empty CONEX to Army or Air Force:

"TO: COMMANDING OFFICER, JOINT CONEX CONTROL AGENCY, TOBYHANNA ARMY DEPOT, TOBYHANNA, PA. CARGO TRANSPORTER REPORT (RCS TC-117 (R2) (4610))

F	NAVSUPCEN OAKLAN
N	721, 7213
C	MTY
D	14 MARCH
T	MILITARY OCEAN TERMINAL, BAY AREA (MOTBA)".

7. REPORT NOT REQUIRED. The cargo transporter report will not be made by Navy activities when the Army and Air Force steel cargo container is moving as an Army or Air Force responsible shipment.

57535 DAMAGE AND REPAIR TO ARMY AND AIR FORCE STEEL CONTAINERS

Navy activities requesting Army and Air Force steel cargo containers for use will inspect them prior to acceptance.

Containers requiring minor repairs may be accepted and only minimum repairs necessary to place containers in service will be made. Containers requiring major repairs will not be accepted. If Army and Air Force steel cargo containers are damaged heavily while in Navy channels, the Naval Supply Systems Command (Deputy Commander, Transportation) will be notified of the specific circumstances surrounding the damage in order that action may be taken to recover for the damage from commercial carriers and to reimburse the Army or Air Force for the loss.

PART G: UNITIZATION OF CARGO FOR OVERSEAS SHIPMENT

57600 DEFINITION AND APPLICABILITY

Unitization refers to the packing of commodities in any low cost container, e.g., tri-wall container, cargo crib, or strapped or glued pallet. Steel cargo containers are excluded for this purpose (see paragraph 57520-57535). Also exempted from this regulation are carrier furnished containers and material received at tidewater already unitized.

57601 NAVY USE

Unitization of cargo for ocean transportation by Navy ocean terminals is appropriate for:

1. items for which the military value is such that the shipment must be received complete and undamaged, and the basic packaging is such that loss or pilferage may occur unless supplemental protection is provided;
2. material received in shipping containers inadequate for further transportation (see paragraph 23062-23112 and 27059);
3. large volumes of small package shipments which, because of the high costs of handling and documentation involved, may be more economically handled and shipped if consolidated, e.g., five gallon paint pails;
4. items which because of their size, value, or fragility are subject to excessive loss, damage, or pilferage in the ocean transportation cycle (Navy exchange type items which require this protection include, for example, razor blades, electric shavers, lipstick, perfume, cologne, toilet water, small radios and appliances, jewelry, lamp shades; sensitive instruments and fragile repair parts are also inappropriate);
5. lift by fleet vessels.

57602 NONUSE

Unitization of cargo for ocean transportation by Navy ocean terminals will not be used:

1. as a substitute for good ship stowage practices, such as proper dunnaging, block stowage, wet stowage for items like vinegar or bleaches, burying of pilferable items, use of security cages on board ship, and use of hand-to-hand signature receipts;
2. for cartons or packages which meet normal standards for domestic transportation except as provided in paragraph 57601;
3. for items of low value per cubic foot, e.g., provisions (packed in glass), beer, candy, toilet articles, paint in cartons, paper products.

PART H: DEMURRAGE AND DETENTION CHARGES

57650 CERTIFICATION OF CHARGES FOR RAIL AND BARGE DEMURRAGE, AND TRUCK DETENTION (CONUS)

1. GENERAL. The instructions in this paragraph amplify the procedures in the Military Traffic Management Regulation (MTMR) (NAVSUPINST 4600.70), Chapter 219. Procedures applicable to overseas activities are covered under paragraph 57651.

2. SUBMISSION OF BILLS. The carrier will submit an original and one copy of the demurrage or detention bill separate from those which document transportation charges to the transportation officer at the location where the demurrage or detention occurred. Bills will include charges for a specific car, truck, trailer, or will be based on an average agreement.

3. CERTIFICATION

a. Verification of Charges. Activities will examine bills for accuracy based on the tariffs or the activity's average agreement and place a proper certification on the reverse of the original bills. (See NAVSUPINST 4600.70, Chapter 219.) If the carrier's bill and the records at the activity do not agree, the difference will be reconciled with the carrier prior to certification of charges due. In the event the carrier's charges cannot be reconciled with records available, the transportation officer will certify only that amount which can be verified. However, processing of the carrier's billing will not be unduly delayed after the original reconciliation and/or adjustment is attempted.

b. Applying Certification. After the charges have been verified, the appropriate certification, as indicated in NAVSUPINST 4600.70, Chapter 219, will be applied to the reverse of the carrier's bill. The certification will include the local funding citation of the activity at which the demurrage or detention occurred (except as indicated in subparagraph d). This will include the applicable 9 elements of accounting data required for Navy regional finance center payment. A copy of the certified carrier bill will be sent to the Navy Material Transportation Office (NAVMTO), Norfolk, Va. 23511. The Navy Management Fund citing TAC N161 and the unit identification code (UIC) of the activity also will be cited on each bill below the local fund citation. The Navy Regional Finance Center, Washington, D.C., will charge all detention and demurrage to the Navy Management Fund. The Navy Management Fund will rebill these costs to the local activity funds.

c. Government Bill of Lading Numbers. The government bill of lading (GBL) numbers, if applicable, also will be shown on bills

for straight demurrage. The original demurrage bill and abstract will be returned to the carrier for submission by the carrier to the Navy Regional Finance Center, Washington, D.C., for processing for payment. The duplicates of the bill and abstract are to be retained by the activity.

d. When Local Funds are not Cited. Local funds will not be cited in the following situations:

1. when demurrage and detention charges are covered by Interservice Support Agreements (ISSA) (i.e., properly the responsibility of other services or agencies);
2. when the demurrage or detention charges should be collected from a contractor because shipments have not met contract requirements (see NAVSUPINST 4600.70 paragraph 219010);
3. when surplus government property is sold to an individual, a commercial concern, or to a state or municipality operated organization or institution other than a National Guard organization, and the property is shipped for the account of the purchaser (see NAVSUPINST 4600.70 paragraph 219011);
4. when such charges are the responsibility of, or are billed through the Military Sealift Command, i.e., ship or terminal demurrage covered under SECNAVINST 4610.12A and "seavans" or "ocean containers";
5. when such charges are caused by DLA and are properly payable by the Defense Fuel Supply System incidental to the delivery of petroleum products to Navy activities (in such cases see paragraph 57653);
6. When demurrage and detention charges are incurred at a Navy activity as a result of actions by the Single Manager (SM) for Conventional Ammunition or some other service/agency, these charges will be billed to the SM or the other service/agency in consonance with JCAP Handling, Transportation and Traffic Management Operating Policies and Procedures. Billings will be accomplished by citing the appropriate TAC or utilizing a Standard Form 1080, as appropriate. The payee will be advised in a timely manner of any demurrage or detention charges being billed.

4. ADMINISTRATIVE REVIEW. The Navy Regional Finance Center, Washington, D.C., will perform an administrative review of carrier's vouchers for demurrage or detention and process for payment.

57651 CERTIFICATION OF CHARGES FOR RAIL AND BARGE DEMURRAGE, AND TRUCK DETENTION (OVERSEAS)

When charges for demurrage or detention are incurred overseas, such charges will be paid out of local funds by the activity arranging transportation, except for situations defined in paragraph 57650-3d. Extraordinary charge received by shore activities that are clearly the fleet units responsibility will be forwarded to the unit for certification, citation of unit funds, and payment overseas. Contested bills will be annotated by the fleet unit citing relevant circumstances and returned to the shore activity. Disputed billings that cannot be resolved will be forwarded to the appropriate type commander for payment. Prior to certification, transportation/supply officers will verify charges to assure that they are properly payable and will certify such bills on the reverse of the bills as follows:

"Date: _____

I certify that the (car, truck, etc.), shown on the bill has been held between the dates and times as stated, that any lawful charge is properly payable from public funds, and that detention of such equipment was caused by (state cause).

GBL No. X-1234567 (if applicable)

Signature, Rank

Appropriation chargeable (local funds)"

Bills will then be paid through local disbursing procedures, and a copy of the bill will be sent to the Navy Material Transportation Office, Norfolk, Va. 23511. The GBL number, if applicable, will be shown as indicated in the preceding certification.

57652 DEMURRAGE AND DETENTION RELIEF

1. GENERAL RELIEF. Depending on the tariff and circumstances involved, claims by activities against carriers for relief from subject charges may be allowed for causes which are not under the control of the activities, such as weather interference, frozen lading, floods, earthquakes, hurricanes, tornadoes, strikes, etc.

2. BUNCHING OF RAIL CARS. Car Demurrage Rules and Charges Tariff No. 4 or Supplements thereto or reissues thereof, contain provisions for free time allowance under certain conditions when cars are bunched, i.e., cars shipped from the same origin on different dates, move via the same route and arrive at an activity on the same date. Claims for allowances will be made in accordance with the tariff when bunching conditions defined therein are prevalent.

57653 DEMURRAGE AND DETENTION CHARGES (DDC) INCURRED DURING THE TRANSPORTATION OF POL (CONUS)

1. GENERAL. The Defense Logistics Agency (DLA) is the single manager for bulk petroleum products to Department of Defense and supplies Defense Fuel Supply Center (DFSC)-owned fuel to Navy bulk terminals for redistribution. Under this arrangement, DLA pays for all transportation and demurrage and detention charges (DDC) for DFSC-owned products for initial distribution. However, receiving activities or ships are responsible for payment of DDC incurred on the delivery of POL under DOD 4140.25-M retail distribution or when not caused by DFSC. When placing requests for transportation services, either to the DFSC field office or direct to the carrier (if authorized by DFSC field office), Navy terminals or ships will attempt to determine the load or off-load time requirement and request a carrier whose tariff allows for sufficient free time to cover the estimated load or off-load time. Navy bulk fuel terminals will arrange for payment of any demurrage or detention bills using procedures in subparagraph 2. Ships will utilize procedures in subparagraph 3.

2. PROCEDURES CONUS SHORE ACTIVITIES

a. Demurrage or Detention Bills. Carriers will be instructed to send any demurrage or detention bills for charges certified correct as indicated in paragraph 57651 to the activity responsible for arranging the delivery. Navy payable DDC incurred on the delivery of POL (except for charges payable by the Military Sealift Command) should be paid through the Navy Management Fund as indicated in paragraph 57650-3b for charges incurred in CONUS and through local procedures as indicated in paragraph 57651 for charges incurred overseas.

b. Responsibility for Payment of DDCs. In the case of shore activities, the arranging activity will be responsible for paying all DDCs incurred.

3. PROCEDURES -- CONUS BASED SHIPS

a. Submission of Bills. The carrier will submit an original and one copy of the demurrage or detention bill for a specific barge, truck, or trailer, separate from those which document transportation charges, to the appropriate Defense Fuel Region (DFR) transportation officer in the following list:

East Coast

Comm: 609-724-3766 DFSC Fuel Region
Autovon: 440-3766 Bldg 19-01 McGuire AFB, NJ 08641

Gulf Coast

Comm: 904-283-2871/2065 DFSC Fuel Region
 P.O. Box T.T.
Autovon: 697-9547/9548 Tyndall AFB
 FL 32403

West Coast

Comm: 213-548-2731/2736 DFSC Fuel Region 3171 N. Gaffey St.
Autovon: 833-2876/2879 San Pedro, CA 90731

b. Verification of Charges. The DFR will examine the bill for accuracy based on the tariff. Adjustments, if applicable, will be made by the DFR in conjunction with the carrier. The DFR will then forward the verified bill to the ship, requesting that it be processed in accordance with the instructions in subparagraph c.

c. Responsibility for Payment of DDCs. If the demurrage or detention was caused by actions within the control of the ship, the supply officer will certify the bill charging the applicable Fleet Fuel Open Allotment. If the demurrage or detention was clearly beyond the control of the ship, the bill will be annotated with the circumstances involved and forwarded to the ship's type commander. Based on the reported circumstances, the type commander will:

1. Return the bill to the ship with directions to certify the bill charging the Fleet Fuel Open Allotment if the demurrage was a Navy responsibility.
2. Forward the bill to the field activity responsible for the demurrage or detention for certification.
3. Return the bill to the DFR for resolution if the demurrage was caused by the contractor/carrier.

A copy of each bill received and certified by the ship for demurrage and detention charges will be forward to the appropriate Fuel Open Allotment Holder (CINPACFLT/CINCLANTFLT) in order to establish an obligation for the charge.

d. Certification and Payment

(1) Applying Certification. Demurrage and detention bills will be certified or otherwise forwarded by the ship's supply officer as soon as possible after being received from the DFR. The certification of the supply officer will be applied to the reverse of the carrier's bill in substantially the following format:

Date _____

I certify that the (barge, truck, etc.) shown on the bill has been held between the dates and times as stated, that any lawful charge is properly payable from (CINCLANTFLT/CINPACFLT) Fuel Open Allotment, and that (demurrage/detention) of such equipment was caused by (state cause).

GBL No. X-1234567 (if applicable)

Appropriation chargeable (appropriate Fleet Fuel Open Allotment)

Signature

Rank

(2) Applicable Funding. The appropriation will include the applicable 9 elements of accounting data.

(3) Invoice Payment. The original certified bill, with supporting documents, will be forwarded to Navy Regional Finance Center, Code FF, Washington, DC 20371 for payment.

PART I: LOADING AND UNLOADING COMMERCIAL HIGHWAY VEHICLES

57700 RESPONSIBILITY FOR LOADING AND UNLOADING COMMERCIAL HIGHWAY VEHICLES

1. GENERAL. Motor carrier tariffs generally provide that the carrier is responsible for loading or unloading his vehicle. Certain tariffs or special rate quotations provide for loading and unloading of the vehicle by the Government (see paragraph 52400-10). Also certain rules in the National Motor Freight Classification pertaining to heavy or bulky articles relieve the carrier of loading and unloading responsibility.

2. RESPONSIBILITY. Transportation officers are responsible for insuring that carriers perform loading and unloading at Navy activities except when tariffs, special rate quotations, or rules in the National Motor Freight Classification provide otherwise. Government bills of lading issued to carriers whose tariffs or Section 22 quotations of the Interstate Commerce Act, 49 U.S. Code Sec. 22 provide that shipper will load and consignee unload, will be clearly marked to show such information (see paragraph 52400-10). When this notation does not appear on the government bill of lading and when the lading does not exceed limitations in the National Motor Freight Classification, the carrier will be required to load and unload the vehicle. There may be instances when it is to the advantage of the Government to perform this function, or when the carrier requests assistance. In such cases the guidance provided by Transportation and Travel, Military Traffic Management Regulation, par. 213010 will govern. Transportation officers are requested to review actual practices periodically to insure that loading or unloading functions are being performed for the carrier only in accordance with these instructions.

VOLUME V: TRANSPORTATION OF PROPERTY

APPENDIX A

CONSIGNMENT OF NAVY MATERIAL TO SHORE BASED ACTIVITIES IN ALASKA, HAWAII, AND POINTS OUTSIDE UNITED STATES

Appendix A is issued and distributed independently of Volume V, proper. Changes will be issued in page reprint form as necessary.